EOCS ON BLACKBOARD USER MANUAL

2015-2016

This user manual provides guidance to Blackboard Portal Administrators and Test Coordinators in preparation for online EoC administration. The manual explains how to set up and enroll all users including students, test administrators, and graders. It also details how to prepare secure test sessions and assign users to each test administration.

For Assistance:

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Section 1: Overview of Online EoC Administration

Purpose

End-of-Course Exams (EoCs) are intended to be final exams for specific courses. They measure student proficiency of a subset of the Common Core State Standards (CCSS) for language arts and mathematics, and the New Mexico State Standards (NMSS) for other courses. They are summative assessments that cover a wide range of content, skills, and applications. Most of the assessments are fully multiple-choice (MC) while others include performance-based components or constructed response questions. Scores are reported to the teacher, school, district, and state levels for various purposes which may include student grades, curriculum review, student graduation requirements, and optionally for the Educator Effectiveness System (EES).

EoCs are available online through Blackboard or on paper. Blackboard-administered EoCs require specific set-up as outlined in this *EoCs on Blackboard Manual and DFA*. Paper tests are provided through the Student Online Assessment Prep (SOAP) portal to SOAP Managers. Printing, distributing, scoring, maintaining, destroying, and reporting of scores for paper tests is the responsibility of the district or school.

Eligibility for EoCs

EoCs are final exams and should be administered at the end of the course. *Students may take an EoC as long as they have completed a course for which the EoC is intended.* An EoC may be used for any approved course that aligns with the curriculum outlined in the blueprint. Blueprints are available on the PED website at ped.state.nm.us > A-Z Directory > Assessment and Evaluation > EoC (http://ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/EOC/index.html). Teachers should access the blueprints to ensure that they are teaching the essential standards that are assessed on the EoCs.

If a district or charter school has chosen EoCs as a Student Achievement Measure (STAM) for use in the Educator Effectiveness System (EES), all eligible students must take the EoCs that align to their courses.

High school students may also take EoCs in reading, writing, math, science, and social studies to meet graduation requirements.

PED EoCs For High School								
Content Area	**EoC**	**Version Number**	**Number of Items**	**Possible Maximum Score**	**Passing Score**	**ADC**	**Supplemental Materials**	**Test Format**
Reading	English III: Reading	006	24	24	14	Y	None	MC
	Spanish III: Reading	001	30	30	14	Y	None	MC
	English IV: Reading	003	24	24	15	Y	None	MC
Writing	English III: Writing	006	17	36	24	Y	None	MC + Essay
	Spanish III: Writing	001	10	34	15	Y	None	MC + Essay
	English IV: Writing	003	22	41	26	Y	None	MC + Essay
Mathematics	Algebra I	003	37	37	18	Y[1]	PARCC HS Math Calculator	MC
	Algebra II	006	26	26	14	Y	PARCC HS Math Calculator	MC
	Integrated Math III	003	36	36	17	Y	Calculator	MC
	Mathematics ADC	003	32	32	16	Y	Calculator	MC
	Geometry	003	36	36	18	Y[1]	PARCC HS Math Calculator	MC
	Pre-Calculus	004	30	30	16	Y	EoC-specific Calculator	MC
	Financial Literacy	003	29	29	12	Y[1]	Calculator	MC
Science	Biology	007	50	50	27	Y	None	MC
	Chemistry	008	50	50	24	Y	PED Periodic Table Calculator	MC
	Physical Science	001	50	50	29	Y	PED Periodic Table EoC-specific Calculator	MC
	Physics	003	50	50	24	Y	EoC-specific Calculator	MC
	Environmental Science	001	54	54	26	Y	None	MC
	Anatomy and Physiology	002	55	55	26	Y	None	MC

[1] Students must pass the Algebra II course to implement a passing score on the Algebra I, Geometry, or Financial Literacy EoCs for graduation.

Updated 7/20/15

PED EoCs For High School								
Content Area	**EoC**	**Version Number**	**Number of Items**	**Possible Max. Score**	**Passing Score**	**ADC**	**Supplemental Materials**	**Test Format**
Social Studies	U.S. History	007	62	62	31	Y	None	MC
	U.S. Government	005	50	50	24	Y	None	MC
	Economics	004	44	44	23	Y	None	MC
	N. M. History	004	44	44	18	Y	None	MC
	World History and Geography	003	45	45	25	Y	None	MC
Career Technical Education	Introduction to the Science of Agriculture	001	60	60		N	None	MC
	Introduction to the Physical Science of Agriculture	001	60	60		N	None	MC
	Introduction to Agricultural Mechanics	001	59	59		N	None	MC
	Horticulture and Botany of Agriculture	001	60	60		N	None	MC
	Nutrition	001	34	34		N	None	MC
	Culinary Arts I	003	57	57		N	Calculator	MC
	Driver's Education	002	50	50		N	None	MC
Business/IT	Basic Computer	001	50	50		N	None	MC
	General Computer Apps	002	47	47		N	None	MC
Visual Arts	Introduction to Art 9–12	002	51	51		N	Drawing Materials Paper Answer Doc Specific DFA for Administration	MC 2 Drawings
	Ceramics	001	51	51		N	None	MC
	Digital Photography	001	50	50		N	None	MC
Health	Health	002	60	60	32	N	None	MC
Physical Education	Physical Education 9–12	002	31	39	17	N	Analog Clock	MC 1 Short Answer
Language	Spanish I	003	32	32	20	N	None	MC
Performing Arts	Drama	001	62	62		N	None	MC
	Music 9–12	002	40	40		N	None	MC[2]

[2] If students attend a New Mexico Music Education Association (NMMEA) sanctioned music performance assessment (MPA), scores from those festivals will be incorporated into the educator effectiveness model for the respective teacher. If students do not attend the NMMEA MPA, only the MC portion of the EoC will apply.

PED EoCs For Middle School								
Content Area	**EoC Name**	**Assessable Grades**	**Version Number**	**Number of Items**	**Possible Maximum Score**	**Passing Score**	**Supplemental Materials**	**Test Format**
English Language Arts	ELA	6	003	33	33		None	MC
	ELA	7	003	30	30		None	MC
	ELA	8	003	31	31		None	MC
Math	Math	6	003	25	25		PARCC Math 6 Calculator	MC
	Math	7	003	24	24		PARCC Math 7 Calculator	MC
	Math	8	002	30	30		PARCC Math 8 Calculator	MC
	Pre-Algebra	6–9[3]	003	30	30	16	PARCC Math 8 Calculator	MC
Science	Science	6	004	36	36		None	MC
	Science	7	001	38	38		None	MC
	Science	8	002	46	46		None	MC
Social Studies	Social Studies	6	002	34	34		None	MC
	Social Studies	7	001	42	42		None	MC
	Social Studies	8	001	33	33		None	MC
Career Technical Education and FACS	Family and Consumer Science	6–8	004	42	42		None	MC
	Exploratory Science in Agriculture	7–8	001	45	45		None	MC
Visual Arts	Art	6–8	002	22	27		Still Life Paper Answer Doc Specific DFA for Administration	MC 1 Drawing 5 Short Answer
Business/IT	Keyboarding	6–8	003	36	36		None	MC
Physical Education	Physical Education	6–8	002	30	34		None	MC 2 Short Answer
Performing Arts	Music	6–8	003	30	30		None	MC

[3] The Pre-Algebra EoC applies to students studying a pre-algebra curriculum in middle or high school.

PED EoCs For Elementary School								
Content Area	**EoC Name**	**Assessable Grades**	**Version Number**	**Number of Items**	**Possible Maximum Score**	**Passing Score**	**Supplemental Materials**	**Test Format**
Visual Arts	Introduction to Art	4–5	002	25	25		None	MC
Performing Arts	Music	4–5	002	21	27		Headphones for Blackboard MP3 Player for PBT Specific DFA for Administration	MC 1 Short Answer 1 Performance
Physical Education	Physical Education	4–5	002	21	30		Basketball Hand-held Ball 2 Cones Specific DFA for Administration	MC 3 Activities

EoC Retakes

Students may retake high school EoCs in reading, writing, math, science, and social studies to meet the passing score for graduation. Other EoCs may not be retested unless the student retakes the course. A student may NOT take the same test more than once on the same day. For the EES, only the student's first attempt connects with the teacher of the course, and this connection is only made if the EoC is taken during the academic year in which the student completed the course.

High School EoC retakes are per course. For example, student trying to meet graduation requirements in science may take an EoC in biology twice, then an EoC in chemistry twice, then an EoC in physics twice, etc.

For Seniors Graduating in 2015:

Content Area	Number of Retakes	Total Number of Attempts
Reading	1	2
Math	1	2
Science	1	2

Writing	2	3
Social Studies	2	3

Students in the cohorts of 2016 and beyond take PARCC for accountability and graduation. Since PARCC includes writing, that assessment becomes the first attempt at meeting the writing graduation competency and the writing EoC becomes only an ADC.

For Seniors Graduating in 2016 and beyond:

Content Area	Number of Retakes	Total Number of Attempts
Reading	1	2
Math	1	2
Science	1	2
Writing	1	2
Social Studies	2	3

Students on the career pathway have one additional attempt on all EoCs so that the initial test can be used to set passing scores.

Test Windows

EoCs may be administered during the following test windows. Exceptions may be made with an approved written request sent to Joslyn Overby at Joslyn.Overby@state.nm.us.

SEASON	ADMINISTRATION WINDOW
Fall	Two consecutive weeks during last 3 weeks of fall semester
Winter	One week during first 3 weeks of spring semester
Spring	Two consecutive weeks during last 3 weeks of spring semester
Summer	Last week of summer school course OR 6/22/15–6/26/15

Administration Days and Times

Ideally, all students in a school will complete administration of one EoC on the same day following the NMPED testing schedule. If that is not possible, the EoC should be administered on consecutive days in as short a period of time as possible. Students who miss the initial administration should make up the test as soon as possible upon returning to school.

Seniors whose school year ends earlier than other students may take EoCs in an earlier window. They should take their EoCs as close to the end of their school year as possible to minimize interaction with other students after test completion.

Item Types

EoCs may contain four different item types:

1) Multiple Choice (MC)
2) Short Answer (SA)
3) Performance Item
4) Essay

MC: Multiple Choice (MC)

All EoCs have MC items. MC items will be automatically graded as soon as students submit their answers.

Short Answer (SA)

SA items require students to type responses into the online test. A grader must be assigned to anonymously score the SA items in Blackboard using rubrics (see section 10 of this manual). The following EoCs have SA items:

- Art Grades 6 – 8
- Physical Education Grades 6 – 8
- Physical Education Grades 9 – 12
- Music Grades 4 – 5

The Music 4 – 5 short answer item must be completed on paper. Please ensure that students have the appropriate Online Testing Answer Document during testing on which to complete this item.

Performance Item

Performance items require that students do or create something *that cannot be captured in the Blackboard platform*. A grader, usually the instructor of the course, must use the rubric to score students as they complete the performance tasks. **The grader must then input the score for the performance items in Blackboard (see section 11 of this manual).** The following EoCs have Performance Items:

- Art Grades 6 –8
- Music Grades 4 – 5
- Physical Education 4 – 5

Required Pre-test Performance Components

For online test administration, the following tests require completion of classroom activities prior to testing.

- Art 6 – 8
- Art 9 – 12

These two Art EoCs require that students complete two drawings PRIOR to taking the multiple choice portion of the exam. Students will need to bring their drawings with them to the computer lab for testing. The overall time required for the assessment (60 minutes for middle school and 90 minutes for high school) includes the time required to complete the drawings.

Both of these EoCs have secure answer documents that students must use to complete these pre-test components. Once the students have completed their drawings, the TA must collect the answer documents. They must be re-distributed to students in the computer lab prior to online testing, as they will be referenced during the assessment. The answer documents must be collected following online testing. The drawings in Art 6 – 8 will be scored according to the rubric on the answer key. The drawings in Art 9 – 12 must be maintained with other testing material.

Optional Performance Components

The following EoCs have OPTIONAL performance components. If students attend New Mexico Music Education Association (NMMEA) sanctioned music festivals, scores from those festivals will be incorporated into the educator effectiveness model for the respective teacher. If students do not participate in music festivals, only the scores from the multiple choice portion of the tests will be applied. In both cases, TAs, TCs, and BPAs do NOT have to provide any information or scores from the music festivals. PED is working with NMMEA to obtain those scores directly.

- Music Grades 6 – 8
- Music Grades 9 – 12

Essay

Essays are included in the writing tests. To facilitate grading, these items are in Blackboard as *assignments*. These assignments are in the same course shell as the MC portion of the EoC, but students click on the button for the assignment separately from the MC test. The EoCs that include essays are:

- English Language Arts III V002
- English Language Arts IV V001
- Spanish Language Arts III V001

Spanish EoCs

Eligible Spanish-speaking ELs may test in Spanish. Spanish Language Arts III is the only Spanish EoC on Blackboard. Other Spanish tests may be provided in paper format which are available through SOAP. Printing, distributing, scoring, destroying, and reporting of scores is the responsibility of the district or school.

Test Security and Monitoring

Blackboard is not a secure testing platform. If unmonitored, students are able to access alternate sites on the internet or other resources that may assist the student on the assessment. Test security is best maintained by completing the following steps:

1) Technology staff should configure the local server/network to disallow students from accessing websites other than Blackboard.
2) TAs carefully monitor students to ensure that they do not access alternate websites or materials, or discuss items, during testing.

The most popular lock down method for Blackboard is the browser *Respondus*, but it is currently having difficulty integrating aspects of the Blackboard platform and is not currently recommended.

Specific TA training will be required if the browser and/or network cannot be restricted. If the TA determines that a student has accessed another website during testing, they must immediately contact the Test Coordinator (TC). The TC must submit an irregularity report to the PED and the student's test will be invalidated.

Recommended Browser

Firefox is the preferred browser for Blackboard.

Prior to Testing

Be sure to remove or cover any relevant classroom materials used in the instruction of the course such as word walls, posters, charts, graphs, mathematical tables, etc.

In the weeks before the testing window, the BPA and/or TC must:

- create all users in Blackboard with specific usernames and passwords.
- set up all testing sessions with specific days, times, and TAs.
- enroll students in the EoCs that they will take during the upcoming test window.
- provide login credentials to all students and have them log into Blackboard.
- new users should immediately change their passwords, if allowed by the district.

- all students should verify that they are enrolled in the EoCs they will take during the upcoming test window.

Testing Disruptions

If an emergency such as a fire drill or emergency evacuation occurs during testing, two scenarios may occur:

1) If students will be able to return to complete testing, the TA should ask students to turn off the monitor (NOT the computer) and follow local emergency protocol. Students should be kept from discussing the test until they return to the testing room and complete the assessment.

2) If students will NOT return to complete testing during the designated session:
    a) Students or TAs must save and log students out of Blackboard. Since tests are set for multiple attempts, their selections will be saved. Students can re-login to the same session. If the available time set has expired, this will have to be re-set to resume testing.

Testing Times

Tests were produced to fit into the following test administration times. This time includes starting and stopping the test.

Session	Recommended Session Time
High School Assessments	90 minutes
Middle and Elementary School Assessments	60 minutes

Extended Time

Students may receive extended time on EoCs. **However, they CANNOT log out of the test and log back in.** Once students begin a test, they MUST complete and submit it. Students identified in advance as needing extended time should be tested in an alternate setting. Students who begin testing in the main test session must complete the test on their computer. Students CANNOT switch computers mid-test.

Test Administrator (TA) Directions

The following directions that are to be read aloud are in **bold** print. Directions to the TA, interspersed within the script, are in regular print and in brackets. Read the directions for students exactly as written, using a natural tone and manner. The TA may not help students with specific test questions. If you make a mistake in reading directions, stop and say, ***No. That is wrong***. ***Listen again***. Then reread the direction.

TA Role

The TA must actively monitor students during the test session. Before testing, the TA must:

- Have the roster of students taking the EoC during the session.
- Know the name of the EoC being administered.
- Know the session of the EoC being administered.
- Verify the date and time of EoC administration. The test cannot be accessed outside of this window. NOTE: students must log into the EoC during the designated window, but may submit the test past the designated time.
- Obtain the session password from the Test Coordinator prior to administration time.

NOTES:

1. The “EoCs on Blackboard Test Administrator Information and Roster” form captures all of the required information.
2. Students MUST complete the EoC in one sitting. Students with extended time must remain on their computer until they finish. If students log out, they will not be able to log back into the test. TAs must immediately report any test irregularities to the Test Coordinator.

Read Aloud

Blackboard does not have a text-to-speech feature, so all students who need read aloud accommodation will need to use one of two options:

1. screen reader
2. human read aloud

Answer choices are scrambled on Blackboard. Therefore, a human reader cannot follow along with a paper form for a group of students in the read aloud setting. **All students who use the read aloud accommodation without a screen reader will need to use a paper-based EoC administration.**

Scratch Paper

Students may use scratch paper on all EoCs. Graph paper may be used on math and science EoCs, if desired. At the completion of testing, scratch paper must be collected by the TA and returned to the STC or DTC for proper disposal. The STC or DTC must secure the scratch paper in a locked space until it is destroyed. Shredding is the recommended method for destroying scratch paper.

Each school must form a method for TA distribution and collection of scratch paper. It is ultimately the responsibility of the STC and DTC to ensure that scratch paper is properly destroyed.

Student Reference Sheets

The following EoCs have reference sheets. The TC must download these sheets from SOAP and provide them to TAs. TAs must distribute the sheets to students prior to testing. **The reference sheets are NOT in the Blackboard platform.** The reference sheets are NOT secure and may be retained for use in instruction.

Pre-algebra	Math 6	Chemistry
Algebra I	Math 7	Physics
Geometry	Math 8	Physical Science
Algebra II		
Pre-calculus		

Student Answer Documents

One item in the **Music Grades 4 – 5 EoC** requires that students record their answers on a hand-written answer document. This answer document is available to TCs on SOAP and must be provided to TAs prior to testing. TAs must hand out the answer documents to students at the beginning of the test session.

The **Art 6 – 8 and Art 9 – 12 EoCs** require pre-test drawings, which must be completed on the Online EoC Answer Documents available on SOAP.

Calculators

Students may use calculators on the following EoCs:

4-function Calculator with Square Root and Percent Functions:

Math 6
Math 7
Math 8

Scientific or Graphing Calculator

Pre-algebra	Integrated Math III
Algebra I	Math ADC
Geometry	Culinary Arts I
Algebra II	Chemistry
Pre-calculus	Physics
Financial Literacy	Physical Science

Note: Calculators may **not** have a QWERTY keyboard, an attached electronic pen, a printing attachment, ability to communicate wirelessly with other devices, distracting sound effects, a raised screen, or an attached cord. Graphing and scientific calculators are allowed. **All programs in graphing calculators must be cleared before the assessment begins.** All information on the screen or in the memory of calculators must be cleared after the assessment.

Section 2: EoCs on Blackboard

Format and Scheduling

All EoCs have been uploaded by PED and pushed into LEA Blackboard portals. In your portal, you will find a *course shell* for each EoC. Each course shell is populated with 10 copies of the EoC. These copies correspond to *session* times and must be given specific names. NMPED has provided times and dates for administering EOC's. Districts may choose to follow this testing schedule or create their own.

For districts, the Blackboard Portal Administrator (BPA) may copy course shells for each school. The BPA may also create additional copies (session times) if necessary. Directions for copying course shells are in section 6, and direction for creating copies are in section 12 of this manual.

To organize testing schedules so they correspond with the setup in Blackboard, use the "*EoCs on Blackboard Test Schedule Chart*" for each course (see sample below). ***The passwords must be kept confidential!*** The password corresponding to that session should be given to the TA immediately prior to the session.

EoCs on Blackboard Test Schedule Chart						
Course: Biology						
Session Number	**Session Name**	**Session Day**	**Session Time**	**Room 1 and TA 1**	**Room 2 and TA 2**	**Password**
1	BioMonMay4_8am	Monday, May 4	8:00 – 9:30 am	Lab 1 – Joslyn Overby	Lab 2 – Severo Martinez	PR38Q@!
2	BioMonMay4_10am	Monday, May 4	10:00 – 11:30 am	Lab 1 – Joslyn Overby and Laurie Wilder	Lab 2 – Severo Martinez	8!JR3C4
3	BioMonMay4_1pm	Monday, May 4	1:00 – 2:30 pm	Lab 1 – Severo Martinez		9Y$KEZ7
4	BioTueMay5_8am	Tuesday, May 5	8:00 – 9:30 am	Lab 1 – Joslyn Overby	Lab 2 – Laurie Wilder	P4&AX2D
5	BioTueMay5_10am	Tuesday, May 5	10:00 – 11:30 am	Lab 1 – Laurie Wilder		L9@AJV1
6	BioTueMay5_1pm	Tuesday, May 5	1:00 – 2:30 pm		Lab 2 – Severo Martinez	F4!WXT&

To take a specific EoC, a student must be enrolled in the course shell corresponding to that EoC. However, the student does not need to be assigned to the specific *session* in Blackboard. For school scheduling purposes, you must assign students to each session time and room. Students enrolled in the EoC course shell who log into the EoC during the specific session time using the password for that session time will be able to complete the EoC.

Blackboard Reference Sheet

Prior to testing, TAs must ensure that each computer has an "***EoCs on Blackboard Student Reference Sheet***" in a location that students may access. This reference sheet will help students navigate the Blackboard platform and provides instructions for students to follow as the TA reads the script. This reference sheet is on the next page of this manual and is also posted on the PED website (http://ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/EOC/index.html).

EoCs on Blackboard Student Reference Sheet

TESTING PROCEDURES:

- Cell phones and other electronic devices are not allowed in the testing rooms. If you have a cell phone in your possession, turn it off and place it in your backpack for testing.
- If you are caught cheating or engaging in prohibited activities, your score will be invalidated and you will be removed from the test session.
- You may use scratch paper on this test. At the end of the test session, I will collect the scratch paper. Testing materials may not be taken out of the testing room for any reason.
- You will have a set time to complete this test. You may have extra time if necessary, but the test must be completed in one test session. Do not submit your test or log out of Blackboard until you have completed the test.

PREPARING FOR TESTING:

- Log into Blackboard. Once you have logged in, wait patiently. Do not click on any buttons or links. If you do not know your Blackboard password, raise your hand.
- Your Test Administrator will read instructions before you may begin the test. Please listen carefully.
- For multiple choice questions, read each question carefully and select the BEST answer from the options provided.
    - Once you have chosen the answer, click the gray "SAVE ANSWER" button beside the question.
    - There is no need to click the black "SAVING ALL ANWERS" button.
    - Blackboard automatically saves the test, so if you forget to save, your answers will still be captured.
    - You may change answers at any point during the test.

TO START TESTING:

- Click on the EoC that you will take listed under "My Courses" in your Blackboard account.
- You should now see a "Wait" sign. Click on the specified session on the left side of the screen.
- Click on the link for the test. Note that you must complete the test in one sitting. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.
- Click the yellow "BEGIN" button on the right of your screen.
- To start your test, you will need to type in the session password. Please note that the password is case sensitive. Type the password into the white box and click the yellow "SUBMIT" button.

TO FINISH TESTING:

- To finish the test, click the yellow "SAVE AND SUBMIT" button. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.
- Once you finish testing, you may sit quietly and read a book. You may not use the computer for any purpose other than testing.

Over →

AT THE END OF THE TEST SESSION:

- If you have not yet finished testing, DO NOT log out. You must finish testing on this computer.
- If you have finished testing, be sure you have pressed the yellow "SAVE AND SUBMIT" button. If you have not already submitted your test, do so at this time.
- Log out of Blackboard by clicking the round logout button on the upper right corner of the screen.
- Your Test Administrator will collect your scratch paper.

FOR MIDDLE AND HIGH SCHOOL PE:

- For short answer questions, type your responses in the blank.
- If the test has performance items, you will see instructions for the performance on your test. Your teacher will call on you separately to complete those performance tasks.

FOR ELEMENTARY SCHOOL PE:

- You will take your multiple choice portion of the test on Blackboard.
- After this portion, you will be asked to perform 3 activities for your teacher. These activities are the last 3 questions of your test.

FOR ELEMENTARY SCHOOL MUSIC:

- There is one short answer question on your test. Please write your answer on a separate sheet of paper, which your teacher will distribute.

FOR MIDDLE SCHOOL ART

- You will complete a drawing for one question of your test. Please draw your answer on a separate sheet of paper, which your teacher will distribute.
- For short answer questions, type your responses in the blank.
- If the test has performance items, you will see instructions for the performance on your test. Your teacher will call on you separately to complete those performance tasks.

FOR WRITING:

- Writing tests have two parts: the multiple choice section and an essay. Be sure to complete both sections.
- You must FINISH and SUBMIT the multiple choice section before beginning the essay.
- To begin the essay portion, you must click the underline ESSAY link.
- To begin writing, click "WRITE SUBMISSION" under the Assignment Submission header. Periodically click the "SAVE DRAFT" button as you compose your essay.
- After clicking "SAVE DRAFT," you need to click the yellow "CONTINUE" button to keep writing.
- DO NOT write in the "ADD COMMENTS" field; these comments will not be captured.
- To submit your completed essay, click the yellow "SUBMIT" button. Once you submit, you will not be able to edit your essay.

Script to Read to Students at the Start of Testing

SAY **Cell phones and other electronic devices are not allowed in the testing rooms. If you have a cell phone in your possession, turn it off and place it in your backpack for testing.** [Wait for students to secure their cell phones. If cell phones are found during testing, take the cell phone from the student and contact your Test Coordinator or Principal immediately. Please be sure to follow your local policies on cell phones and backpacks during testing.]

SAY **If you are caught cheating or engaging in prohibited activities, your score will be invalidated and you will be removed from the test session.** [If a student is caught cheating, immediately contact the Test Coordinator. The Test Coordinator will contact the PED and the student will be disciplined according to local policy.]

SAY **You may use scratch paper on this test. At the end of the test session, I will collect the scratch paper. Testing materials may not be taken out of the testing room for any reason.**

SAY [For Chemistry, Physics, Physical Science, and all math tests except Integrated Math III]: **You may use a reference sheet on this test. I will hand it out now.** [Hand out reference sheets.[

SAY **You will have __ minutes to complete this test.** [Recommended times are listed in section 7 of this manual.] **You may have extra time if necessary, but the test must be completed in one test session. Do not submit your test or log out of Blackboard until you have completed the test.**

SAY **Log into Blackboard. Once you have logged in, wait patiently. Do not click on any buttons or links. If you do not know your Blackboard password, raise your hand.** [If students raise their hands, contact the Test Coordinator to reset their passwords. If you have been set up as a "Proctor," you may reset passwords according to directions in section 8 of the EoCs on Blackboard manual.] **I will read instructions before you may begin the test. Please listen carefully and follow along on the reference sheet.**

SAY **For multiple choice questions, read each question carefully and select the BEST answer from the options provided. Once you have chosen the answer, click the gray "SAVE ANSWER" button beside the question. There is no need to click the black "SAVING ALL ANWERS" button. Blackboard automatically saves the test, so if you forget to save, your answers will still be captured. You may change answers at any point during the test.**

SAY [For PE Grades 6-8 and 9-12, read the following]: **For short answer questions, type your responses in the blank. If the test has performance items, you will see instructions for the performance on your test. I will call on you separately to complete those performance tasks, or we will complete them after the test.**

Script to Read to Students at the Start of Testing, Cont.

SAY [For Music Grades 4-5, read the following]: **Part of your assessment includes listening to musical samples. Be sure you use your headphones for these questions. You will also have one short answer question. Record your answer to the short answer question on the form provided.** [Hand out the Music 4-5 Online Testing Answer Document.]

SAY [For Art Grades 6-8 and 9-12, read the following]: **You have already completed the drawing portion of your test. I will now pass out your completed answer document. You will need to reference this during your test.** [Hand out the completed Online Testing Answer Documents to the appropriate students.]

SAY [For the writing assessments, which include English Language Arts III Writing, English Language Arts IV Writing, and Spanish Language Arts III Writing, read the following]: **Writing tests have two parts: the multiple choice section and an essay. Be sure to complete both sections. You must FINISH and SUBMIT the multiple choice section before beginning the essay.**

SAY [For all writing tests, also read the following:] **To begin the essay portion, you must click the underline ESSAY link. To begin writing, click "WRITE SUBMISSION" under the Assignment Submission header. Periodically click the "SAVE DRAFT" button as you compose your essay. After clicking "SAVE DRAFT," you need to click the yellow "CONTINUE" button to keep writing. DO NOT write in the "ADD COMMENTS" field; these comments will not be captured. To submit your completed essay, click the yellow "SUBMIT" button. Once you submit, you will not be able to edit your essay.**

SAY Now, click on the EoC that you will take, called _____, listed under "My Courses" in your Blackboard account.

SAY You should now see a "Wait" sign. Click on the session called _____ on the left side of the screen. [The TA should have the session name listed on the Roster.]

SAY Click on the link for the test. Note that you must complete the test in one sitting. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.

SAY Click the yellow "BEGIN" button on the right of your screen. To start your test, you will need to type in the session password. [At this time, write the password on the board.] **On the board, I have written the password for this test. Please note that the password is case sensitive. Type the password into the white box and click the yellow "SUBMIT" button.**

SAY To finish testing, click the yellow "SAVE AND SUBMIT" button. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.

SAY Once you finish testing, you may sit quietly and read a book. You may not use the computer for any purpose other than testing.

SAY No talking is allowed during test administration. You may now begin.

Throughout the testing period, the TA must:

- Ensure that students are logged in with their personal username. The username is located on the upper right side of the screen.
- Remain attentive and in the room throughout the test session. If the TA must leave the room, another certified and trained staff must remain in the room.
- Circulate the room to ensure that students are on task.
- Check that students are not accessing other websites or computer programs. If you catch a student in this capacity, ask the student to log out of Blackboard and immediately contact the Test Coordinator.
- Check that students are not using cell phones or other electronic devices. If you catch a student in this capacity, ask the student to log out of Blackboard and immediately contact the Test Coordinator.
- Ensure that students are correctly recording their responses.

If students run into issues, immediately contact the Test Coordinator. Anticipated issues include:

- Students cannot log into Blackboard.
- Students click the "SUBMIT" button before they complete testing[4].
- Students become ill or have another emergency that prohibits completion of the test during one test session[1].

The TA may:

- Encourage the students to do their best.
- Help students navigate the Blackboard platform using the ***EoCs on Blackboard Student Reference Sheet.***
- If students have questions about test directions or items, say, "I cannot help you. Try your best."
- Remember that you are prohibited from spelling words for students on the writing EoCs and any constructed response items.

The TA may NOT:

- Read, grade papers, or do other work.
- Identify or point out questions a student did not complete.
- Assist students with spelling, grammar, typing, test directions, or test questions.

[4] If a student submits a test early or has an emergency during the test session, the Test Coordinator (TC) must submit an Irregularity Reporting Form to the PED. The TC may then reset the student in the Blackboard system so the student may immediately restart the test, or may reassign the student to a different test session. See Section 12 of this manual for instructions on resetting student test attempts.

Once the test session is complete, the TA must read the following script to students.

Script to Read to Students at the End of Testing

SAY **The testing period is now over. Raise your hand if you have not yet completed the test.** [EoCs are untimed. Students may continue testing according to your local policy. Contact your Test Coordinator for more information.]

SAY **Students who have not yet finished testing should NOT log out. Please continue testing.** [If students are still testing, please contact the Test Coordinator for information on your local extended time policy.]

SAY **For students who have completed testing, be sure you have pressed the yellow "SAVE AND SUBMIT" button. If you have not already submitted your test, do so at this time.**

SAY **Log out of Blackboard by clicking the round logout button on the upper right corner of the screen.** [Ensure that students have logged out.]

SAY **I will now collect your scratch paper and other written materials. Please gather it for me and I will come to you to retrieve it.** [Collect all scratch paper and other materials, including Answer documents for Music 4-5, Art 6-8, and Art 9-12. All pages, including scratch paper, must be kept secure and returned to the Test Coordinator.]

Section 3: Understanding User Roles

The following user roles play an integral part in Online EoC administration:

- **Test Coordinator (TC)**
- **Blackboard Portal Administrator (BPA)**
- **Test Administrator (TA)**
- **Grader**

Each user has specific user rights within the Blackboard system, and specific responsibilities for test administration.

Test Coordinator (TC)

The TC is responsible for producing a schedule that includes:

a) All EoCs to be administered
b) Students who will take each EoC
c) Within each course shell, assign names, dates, times, and UNIQUE, SECURE passwords to specific test sessions.
d) Locations for administration of each test session (not entered into Blackboard portal)
e) TAs assigned to each EoC test session
f) Graders for all short answer, performance and essay items.
g) Assignments of students to each EoC test session (not entered into Blackboard portal)

Please use the EoCs on Blackboard Test Schedule Chart and Test Administrator Information and Roster forms to assist with organization of this information.

Blackboard Portal Administrator (BPA)

If desired by the BPA, the TC may also be involved in setting up sessions in Blackboard. The TC will have the same rights as the BPA except they cannot create users, remove users from the system, build a test, or delete a test.

1. The BPA is responsible for creating users. The BPA is ONLY user who can create additional users. Users include the following:

    a. **Students.** This includes all students who will be testing. Students who already have user accounts may use their existing accounts. ***However, their accounts must be updated to include their state student ID numbers.***

    b. **Test Coordinators.** For districts, this may include the district test coordinator and possibly one test coordinator per school.

    c. **Test Administrators**. TAs only need accounts in order to reset student passwords if students are unable to log into Blackboard for testing. Districts/charter schools may choose to have the Test Coordinator reset passwords instead of TAs. In that case, TAs do not need to be added as users.

    d. **Graders**. All graders will need user accounts to score student work.

2. Large districts are not to copy course shells for school testing. NMPED will push out all the shells based on the worksheet submitted by the district.

3. The BPA must ensure that the following components are completed:

    a. Based on the TCs schedule, enroll students, TAs, and graders into specific course shells that align to the EoCs in which they will play a role.

Test Administrator (TA)

TAs are responsible for administering the EoC tests to students. They will need to begin tests during the specified days and times, and will need to provide the session password to students to log into the test. TAs do NOT need to log into Blackboard for any reason.

Proctor

A proctor is a user role in Blackboard that has been set up to facilitate EoC administration. Proctors can reset student passwords if students forget their login credentials. This is the only role a proctor has been provided in Blackboard. Districts/charter schools may choose to have the Test Coordinator reset passwords instead of proctors. If EoC administration is being conducted by only a few TAs, these individuals may be enrolled in the appropriate courses as a proctor so they can reset passwords. Be sure the proctors have the information in Section 8 of this manual.

EOC Grader (EG)

Graders will be assigned to sets of student work. They will score short answer, performance, and essay items according to the assignments designated by the TC. The grader must be certified in the content area.

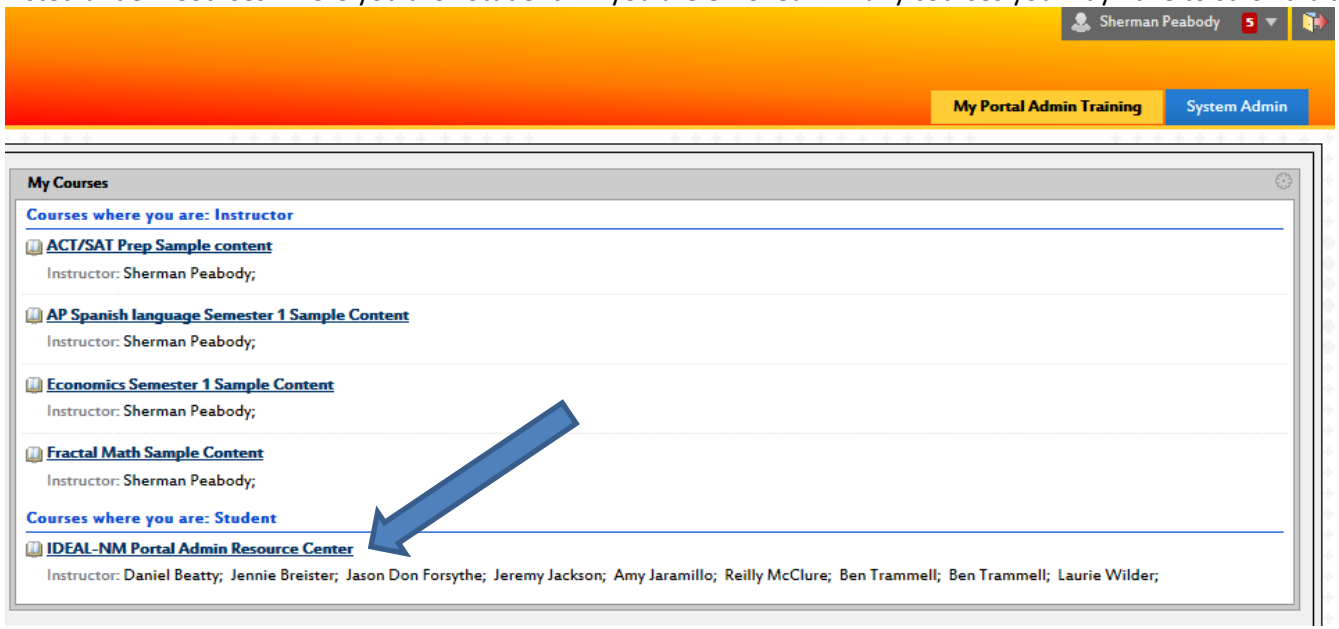
EoCs with short answer and performance items must be double-scored according to the specifications in Section 9 of this manual. Because student responses for essays are anonymous, the grader may be the teacher of the course. The teacher of a course should be enrolled as a grader and NOT as an instructor.

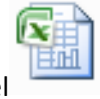
Section 4: Creating Users

Please DO NOT create additional accounts for students who already have user accounts. Students with Blackboard accounts should use their existing accounts for EoC administration. You will need to enroll these students in specific EoC course shells (see Section 6).

Step 1: Retrieve Batch Create Users Template from the Portal Administrator Resource center.

- Found from "my courses" module when you log into Bb and click on the "my [portal]" tab. In this example [portal] = PORTALTRAINING
- Listed under "Courses where you are: Student" If you are enrolled in many courses you may have to scroll a bit.


Sherman Peabody
5
My Portal Admin Training
System Admin
My Courses
Courses where you are: Instructor
ACT/SAT Prep Sample content
Instructor: Sherman Peabody;
AP Spanish language Semester 1 Sample Content
Instructor: Sherman Peabody;
Economics Semester 1 Sample Content
Instructor: Sherman Peabody;
Fractal Math Sample Content
Instructor: Sherman Peabody;
Courses where you are: Student
IDEAL-NM Portal Admin Resource Center
Instructor: Daniel Beatty; Jennie Breister; Jason Don Forsythe; Jeremy Jackson; Amy Jaramillo; Reilly McClure; Ben Trammell; Ben Trammell; Laurie Wilder;

- Notes about template
  - File must be saved as CSV (comma Separated Value) format. Notice the icons instead of Excel 
  - Preserve the field headings. Note spelling and spacing.
  - Can have up to 500 entries in a single file
  - Default password is required: If usernames are something not easily guessed by other users, the password can be the same for all. If the usernames follow a pattern easily guessed such as firstname.lastname, password should be different for each user.

- System role is the word none, not “leave the cell blank”
- Institution Role is case sensitive and must be the DomainPrefix.

Your institution’s prefix is REQUIRED for the External_Person_Key (EPK). Notice the User_ID is the External_Person_Key WITHOUT the prefix. (This is also the username.) Both EPK and User_ID are lowercase

System_Role is *none*

Institution_Role is your domain prefix:
eg: DIST21
Must be Uppercase

A	B	C	D	E	F	G	H	I
External_Person_Key	**User_Id**	**LastName**	**FirstName**	**Email**	**Passwd**	**System_Role**	**Institution_Role**	**Student_Id**
portaltraining_yogi.bear	yogi.bear	Bear	Yogi	laurie.wilder@state.nm.us	booboo	none	PORTALTRAINING	123123123
portaltraining_bruce.wayne	bruce.wayne	Wayne	Bruce	laurie.wilder@state.nm.us	batman	none	PORTALTRAINING	789789789
portaltraining_bugs.bunny	bugs.bunny	Bunny	Bugs	laurie.wilder@state.nm.us	carrots	none	PORTALTRAINING	518518518
portaltraining_clark.kent	clark.kent	Kent	Clark	laurie.wilder@state.nm.us	superman	none	PORTALTRAINING	668668668
portaltraining_dick.grayson	dick.grayson	Grayson	Dick	laurie.wilder@state.nm.us	robin	none	PORTALTRAINING	814814814
portaltraining_dudley.doright	dudley.doright	DoRight	Dudley	laurie.wilder@state.nm.us	horse	none	PORTALTRAINING	787787787
portaltraining_huckleberry.hound	huckleberry.hound	Hound	Huckleberry	laurie.wilder@state.nm.us	sherrif	none	PORTALTRAINING	987654321
portaltraining_snow.white	snow.white	White	Snow	laurie.wilder@state.nm.us	apple	none	PORTALTRAINING	102938475

External_Person_Key, User_ID, LastName, FirstName, Email, Passwrd, System_Role and **Institution_Role** are ***ALWAYS REQUIRED***.

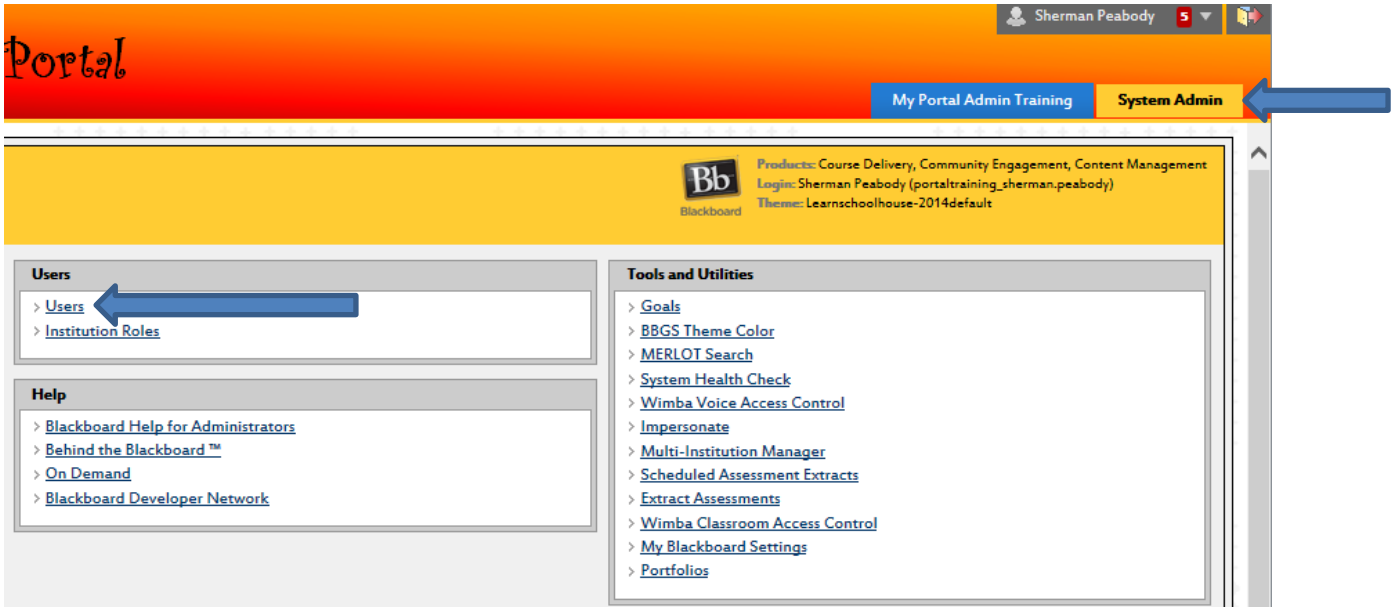
If your institution is participating in **End of Course Exams** (EoCs) on Bb Student_ID is also REQUIRED.

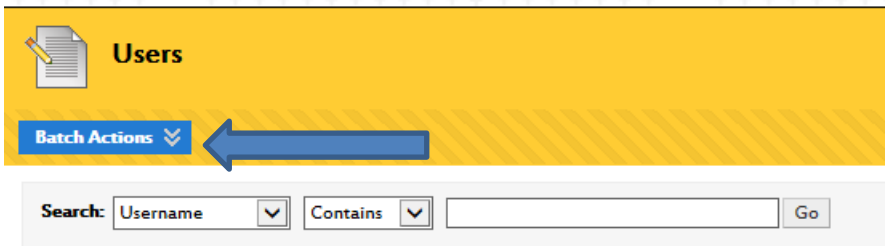
Note how the field names are spelled. This is critical.

Student_ID = S.T.A.R.S student ID *(State agencies may want employee number)*

Step 2: Batch the users

- System Admin Tab → Users
- Click on Batch Actions
- Click on Create Users from drop-down menu
- Notice the field headings in Template Match the required fields in the instructions
- Browse for File
- Delimiter type is always “comma” - Remember the file type is CSV (Comma Separated Value)





Use this process to create new users in the system.

File Format:

For the batch process to work, the file must have one record on each line of the file. Each record must be in the following field order:

External_Person_Key, *User_Id*, *LastName*, *FirstName*, *Email*, *Passwd*, *System_Role*, *Institution_Role*, *MiddleName, Available_Ind,Department, Company, Street_1, Street_2, City, State, Zip_Code, Country, B_Phone_1, H_Phone_1, Webpage*

Each field entry within the record should be separated from the next by a special character, called the delimiter. Typical delimiters include pipe, comma, tab, and colon. The same delimiter must be used throughout the file.

Example:

External_Person_Key,User_Id,LastName,FirstName,Email,Passwd,System_Role,Institution_Role
jdoe,jdoe,Doe,John,email@email.com,password,none,Student
jadoe,jadoe,Doe,Jane,email@email.com,jadoe,none,Student
psmith,psmith,Smith,Peter,psmith@blackboard.com,password,none,Student

Restrictions:

Fields marked with an asterisk * and colored RED are required.

Permissible values for the **Institution_Role** field are found in this file.

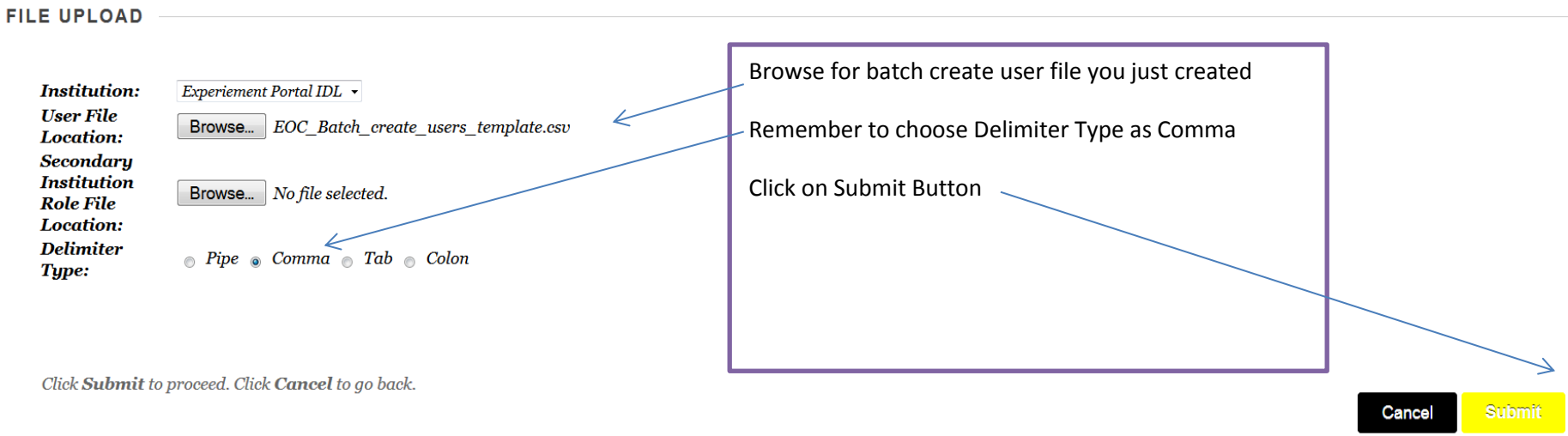
If there is no field value for the **Passwd** field, **Passwd** will default to the **User_Id** value for that record.

Permissible values for the **Available_Ind** field are: **Y** (Yes) and **N** (No).

If there no field for the **Available_ind** in the file, the field will default to **Y** (Yes), meaning that the user will have access to the system.

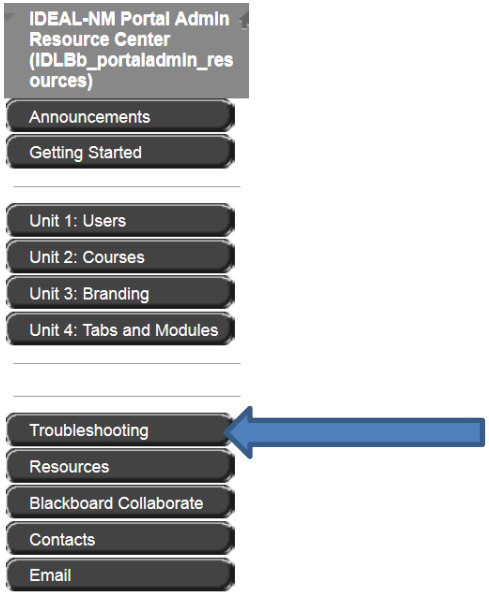
Procedure:

Click the **Browse** button to select the file to upload. Then select the delimiter that separates the data.



You will receive an email reporting on success of upload.

If you get errors you can review the troubleshooting link in the resource center.



If the suggestions in the Troubleshooting unit do not work, please submit a Mantis ticket.

Section 5: Copying EoC Course Shells

Copying of course shells should not be needed. There are 10 sessions per shell and each session can be reused by renaming, resetting dates/times AND passwords.

Section 6: Editing Test Sessions

If you are following the NMPED testing schedule for EOC's, editing test sessions has been completed by NMPED. Times, dates and passwords for exams have been pre populated.

You MUST complete all three of the following edits for each test and essay if you are NOT following the testing schedule provided by NMPED:

SECTION 6 MUST BE COMPLETED BEFORE YOU ENROLL STUDENTS IN ANY EOC COURSE SHELLS!

1. **Edit the Name of the test session.**

2. **Assign a Date and Time to each component within a test session. Each test date and time will have its own test session. Remember to reserve a session or two for make-up test. For most tests, there is only one component: the test. For writing EoCs, you also need to assign the date and time for the essay. Times should not exceed a 90 minute time period.**

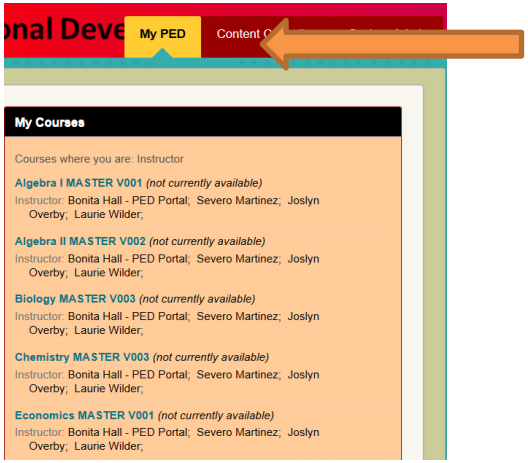
3. **Assign a UNIQUE, SECURE password for the test session. Note: the essays are NOT password protected. Security for the essays is restricted to the date and time assigned in step #2 above.**

FOR EACH TEST

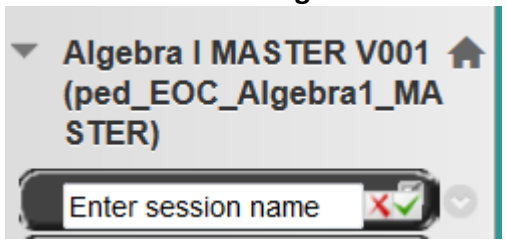
FOLLOW THE DIRECTIONS BELOW.

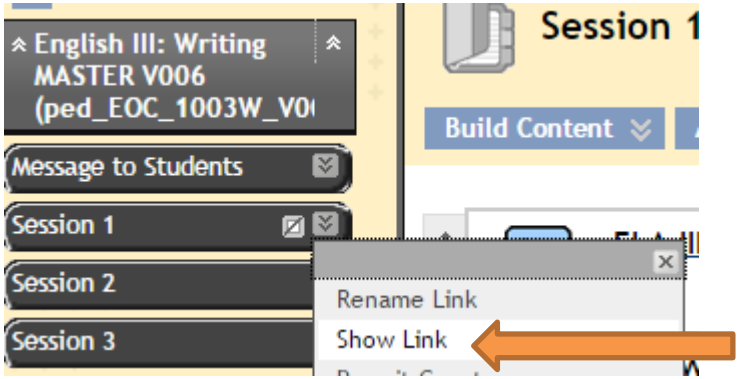
Edit Test Session Name

1. **Click on My [Portal] tab and look at "My Courses" module. This example is My PED tab.**


My PED
My Courses
Courses where you are: Instructor
Algebra I MASTER V001 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Algebra II MASTER V002 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Biology MASTER V003 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Chemistry MASTER V003 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Economics MASTER V001 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;

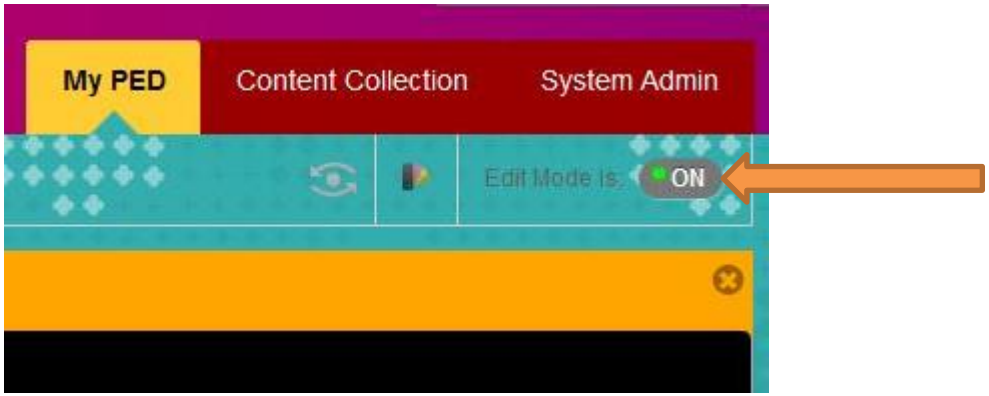
2. **Click on Chevron on right side of Button and click on "Rename Link." After renaming button click on green checkmark.**





3. **Click "Show Link." This will make the test visible in the accounts of all enrolled students. NOTE: You can Show Link at any point when you are ready for the EoC to be visible in the students' accounts. Even if the students can see the link, they will be unable to access the EoC until the date and time designated for the test session, and with the appropriate password.**

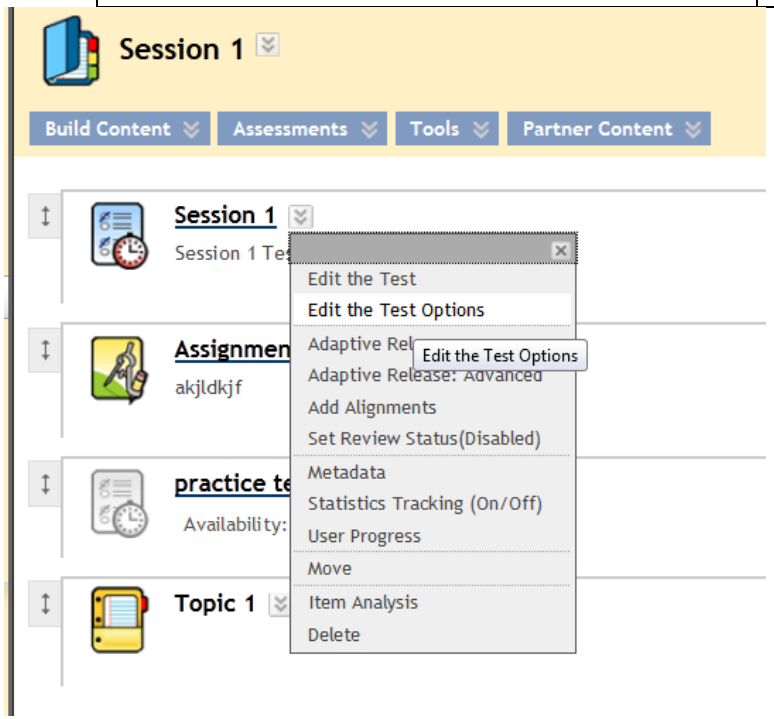
4. **Be sure edit mode is ON. Click on the toggle on the upper right corner.**

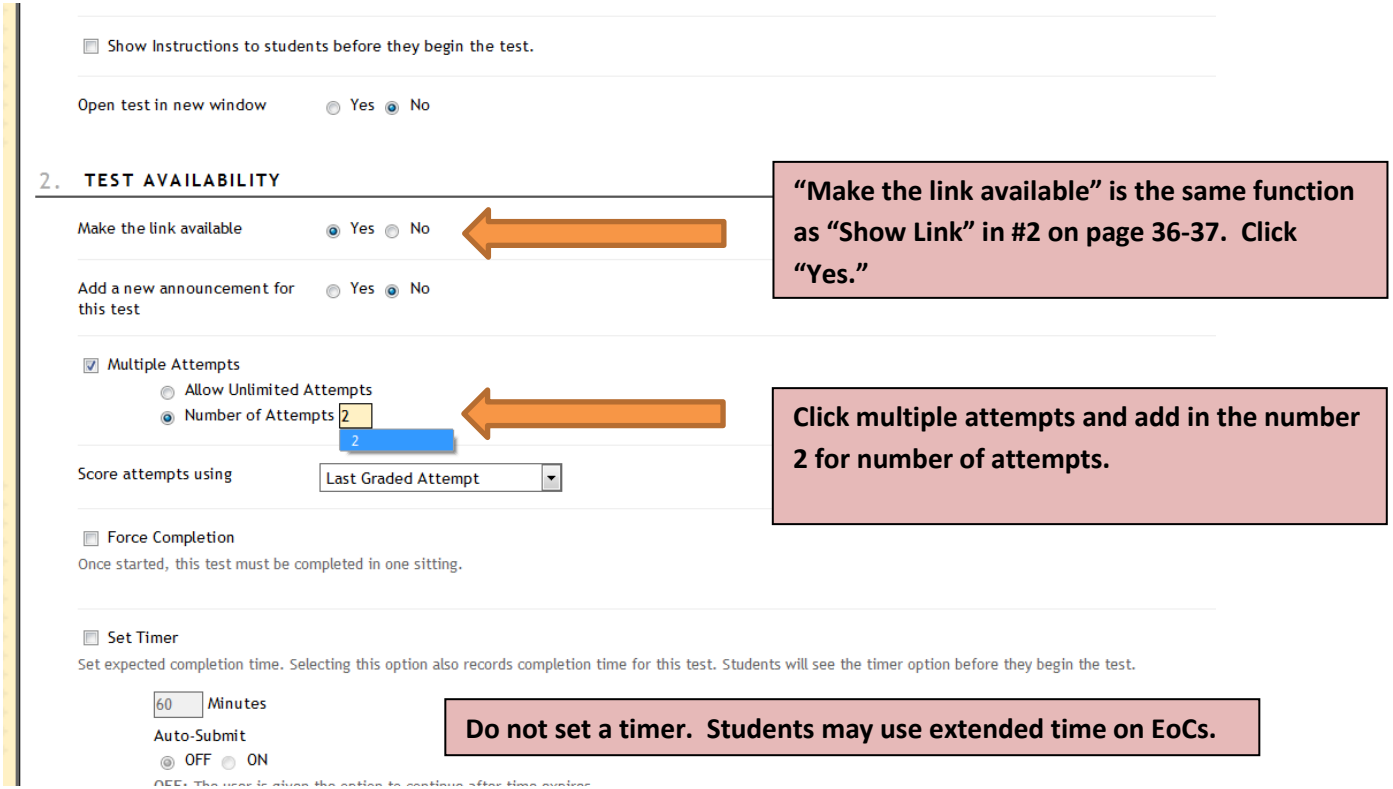


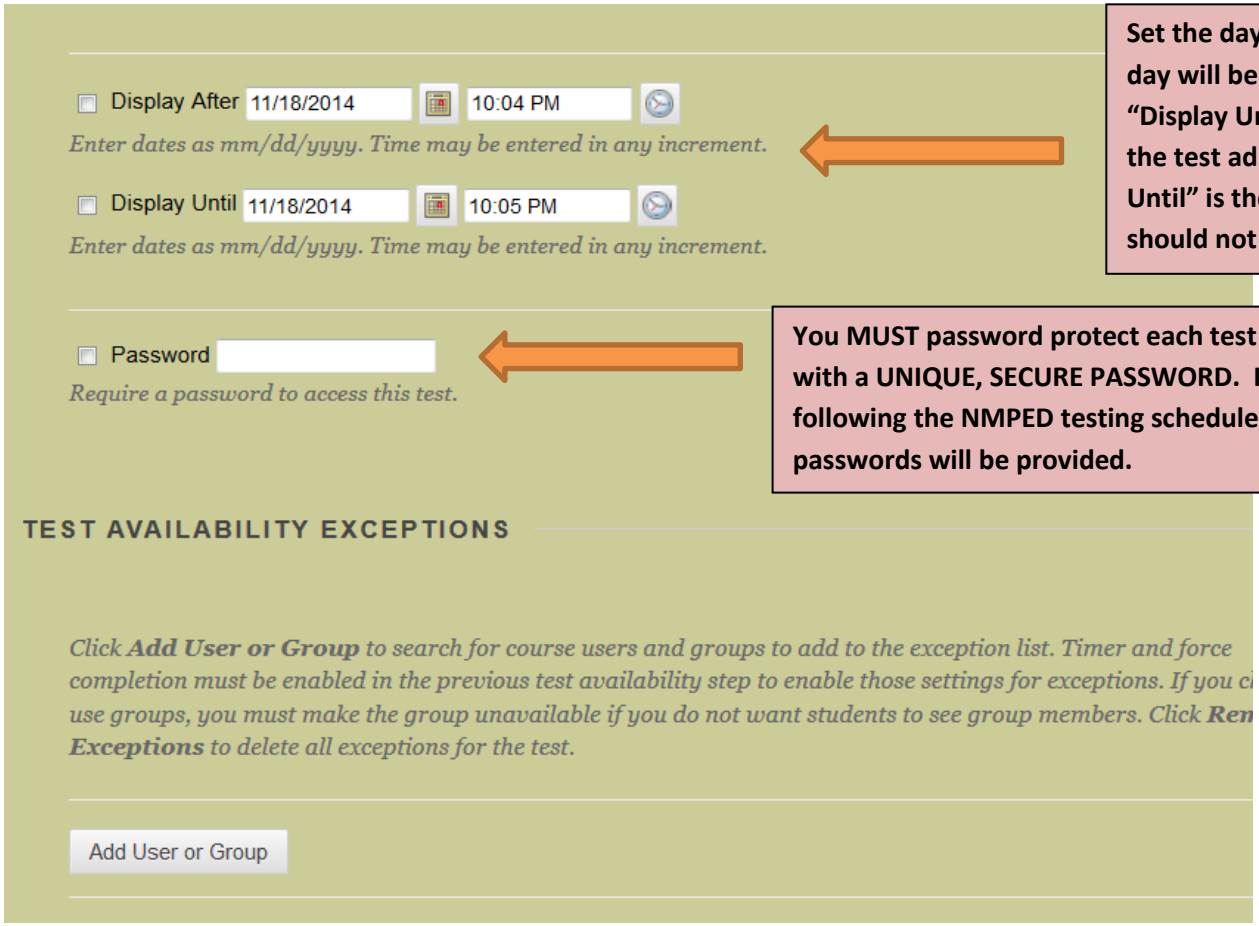
Edit Session Date, Time, and Password

To edit the session times, note the recommended administration times for each EoC. The EoCs were developed to be administered during test sessions of the following lengths:

Session	Recommended Session Time
All High School Assessments (excluding some Student Performance Assessments)	90 minutes
All Middle School Assessments	60 minutes



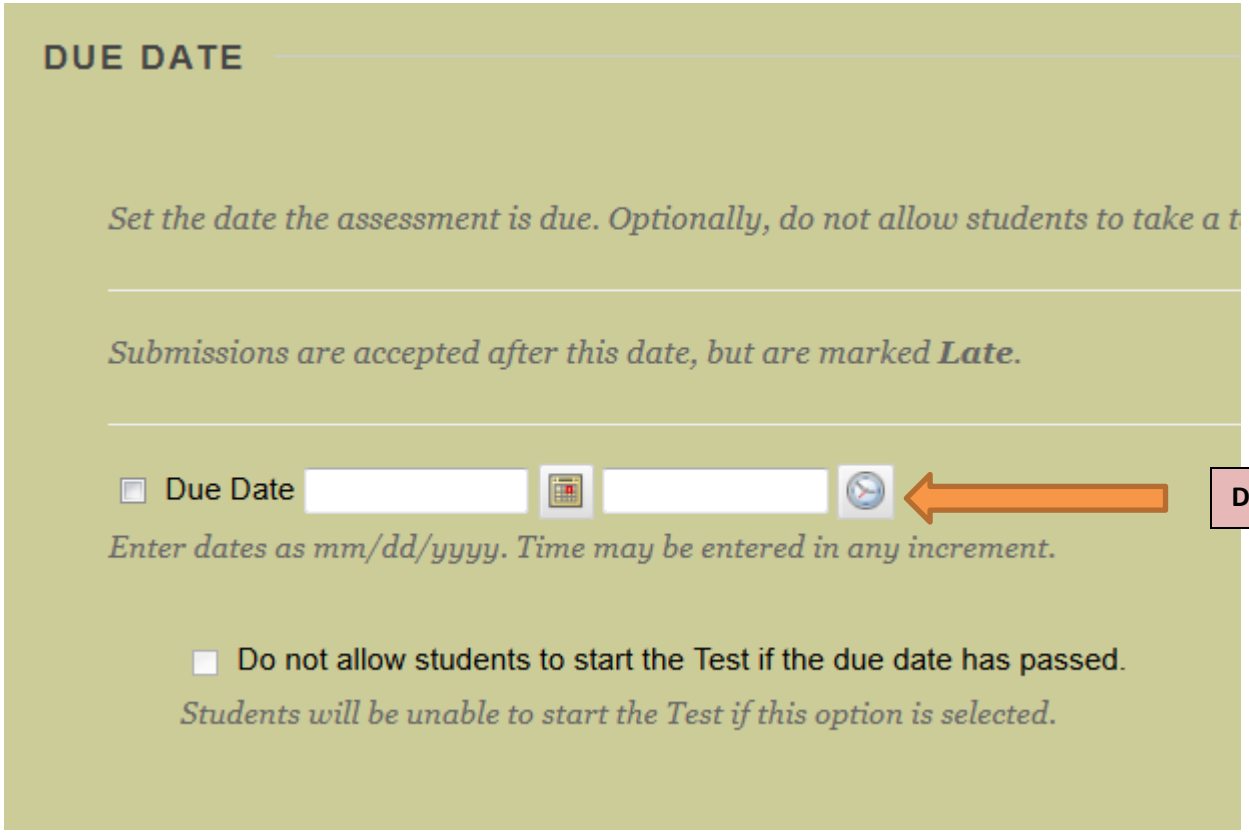

Show Instructions to students before they begin the test.
Open test in new window Yes No
2. TEST AVAILABILITY
Make the link available Yes No
Add a new announcement for this test Yes No
Multiple Attempts
Allow Unlimited Attempts
Number of Attempts 2
2
Score attempts using Last Graded Attempt
Force Completion
Once started, this test must be completed in one sitting.
Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.
60 Minutes
Auto-Submit
OFF ON
"Make the link available" is the same function as "Show Link" in #2 on page 36-37. Click "Yes."
Click multiple attempts and add in the number 2 for number of attempts.
Do not set a timer. Students may use extended time on EoCs.


Display After 11/18/2014 10:04 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Display Until 11/18/2014 10:05 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Password
Require a password to access this test.
TEST AVAILABILITY EXCEPTIONS
Click Add User or Group to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you c
use groups, you must make the group unavailable if you do not want students to see group members. Click Ren
Exceptions to delete all exceptions for the test.
Add User or Group

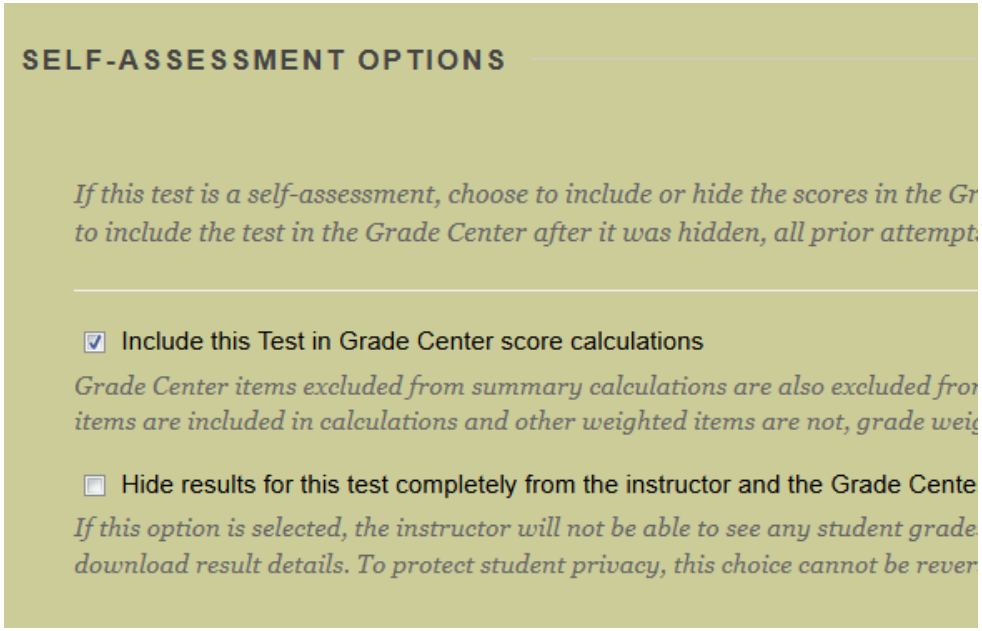
Set the day and time for the test administration. The day will be the same in both "Display After" and "Display Until." The time in "Display After" is the time the test administration BEGINS. The time in "Display Until" is the time the test administration ENDS.* Times should not exceed a 90 minute period.

You MUST password protect each test session with a UNIQUE, SECURE PASSWORD. If following the NMPED testing schedule, passwords will be provided.

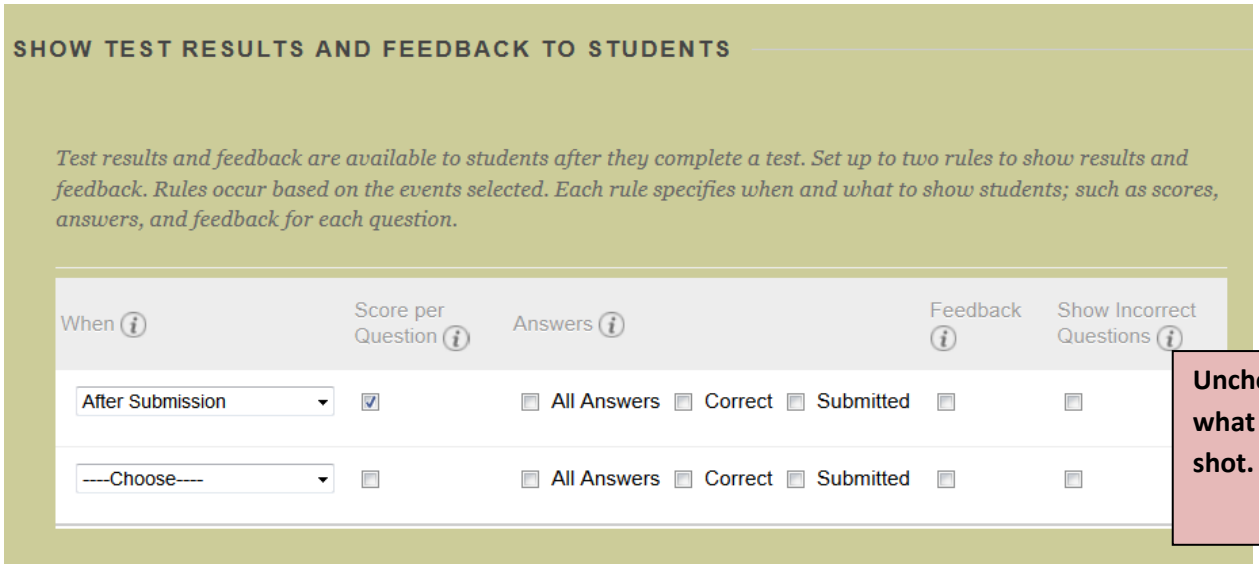
*** NOTE: Students may log into the test at any point during this window. They may SUBMIT completed tests after the designated time. This allows students who need extended time to continue testing until they finish the test. Students CANNOT log out and then log back into the assessment.**


DUE DATE
Set the date the assessment is due. Optionally, do not allow students to take a t
Submissions are accepted after this date, but are marked Late.
Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

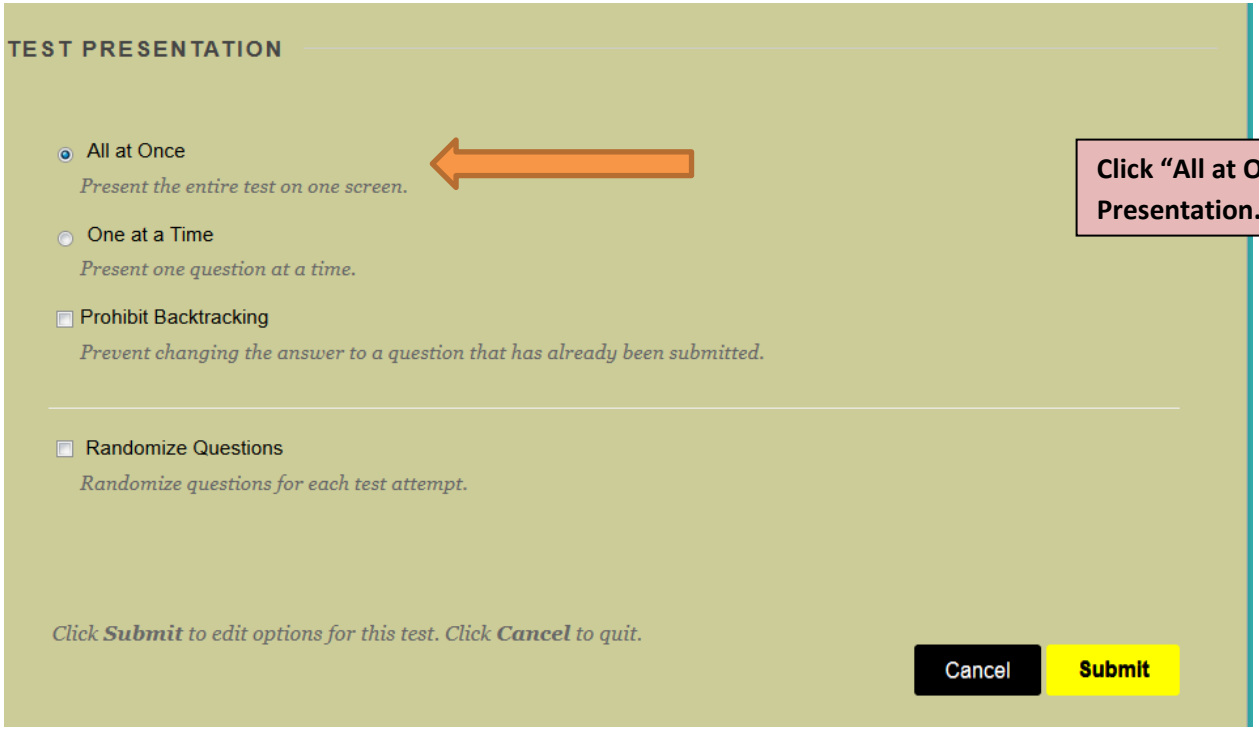
Due Date should be left blank.


SELF-ASSESSMENT OPTIONS
If this test is a self-assessment, choose to include or hide the scores in the Gr
to include the test in the Grade Center after it was hidden, all prior attempt
Include this Test in Grade Center score calculations
Grade Center items excluded from summary calculations are also excluded fro
items are included in calculations and other weighted items are not, grade wei
Hide results for this test completely from the instructor and the Grade Cente
If this option is selected, the instructor will not be able to see any student grade
download result details. To protect student privacy, this choice cannot be rever

Do not change any other default settings.


SHOW TEST RESULTS AND FEEDBACK TO STUDENTS
Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.
When
Score per Question
Answers
Feedback
Show Incorrect Questions
After Submission
All Answers
Correct
Submitted
----Choose----
All Answers
Correct
Submitted

Uncheck all boxes except what you see in this screen shot.


TEST PRESENTATION
All at Once
Present the entire test on one screen.
One at a Time
Present one question at a time.
Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.
Randomize Questions
Randomize questions for each test attempt.
Click Submit to edit options for this test. Click Cancel to quit.
Cancel
Submit

Click "All at Once" under "Test Presentation."

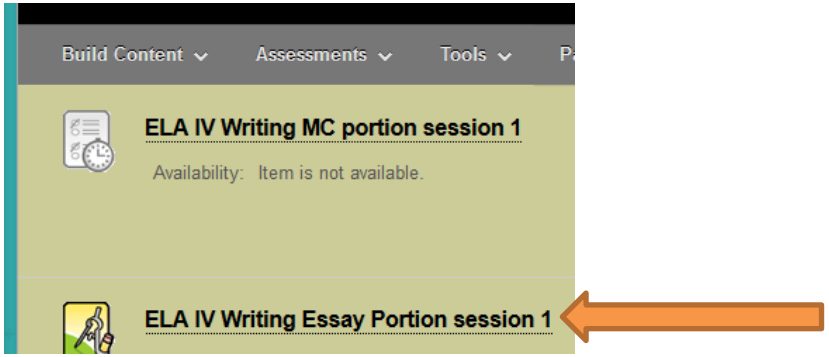
Repeat the above steps for EACH TEST SESSION.

FOR EACH ESSAY

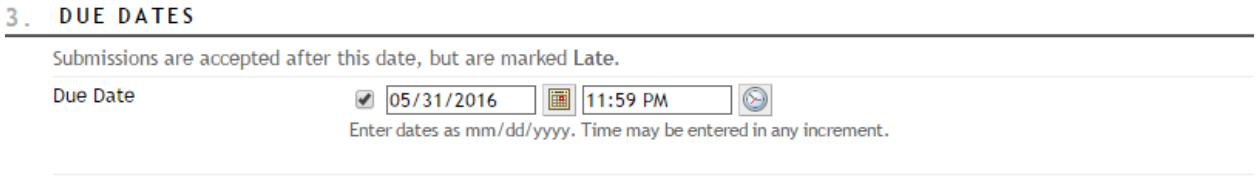
FOLLOW THE DIRECTIONS BELOW. Note: The essays are listed as ASSIGNMENTS.

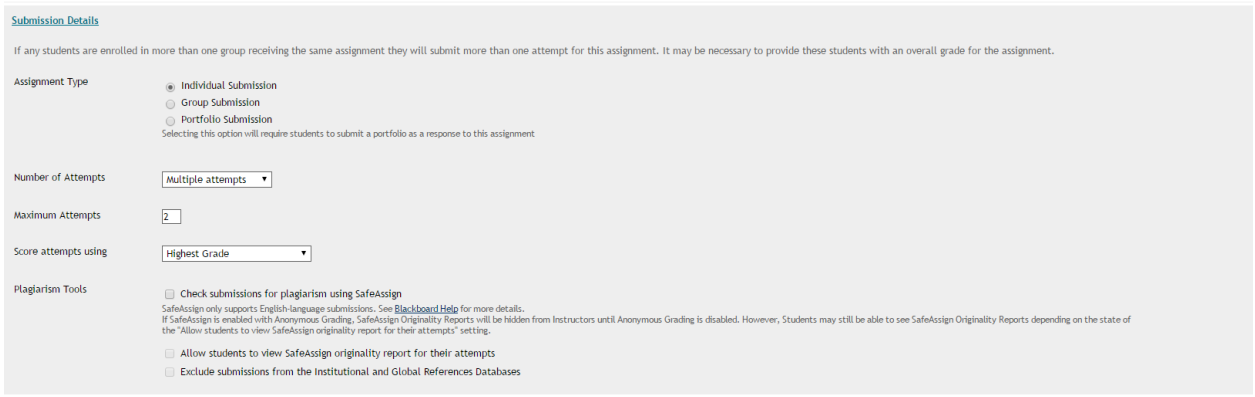
Edit Assignment Date and Time

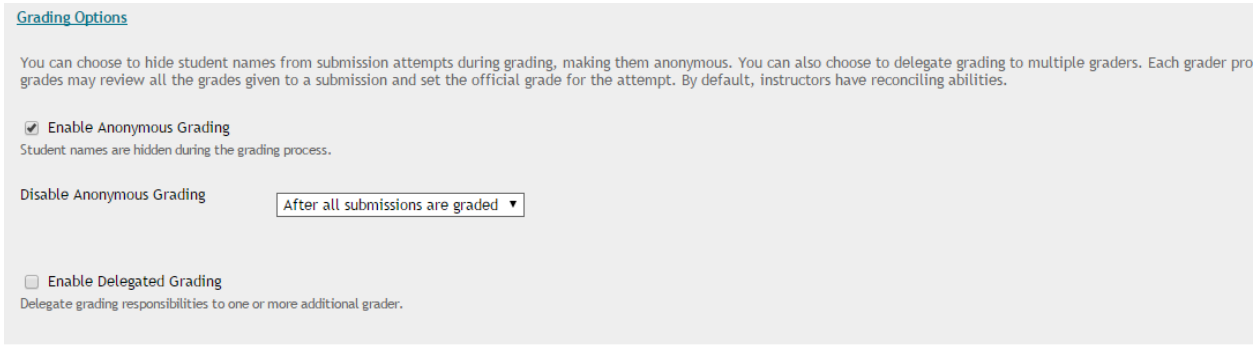
When you click on a session of a writing EoC, you will see the multiple choice portion and the essay portion.

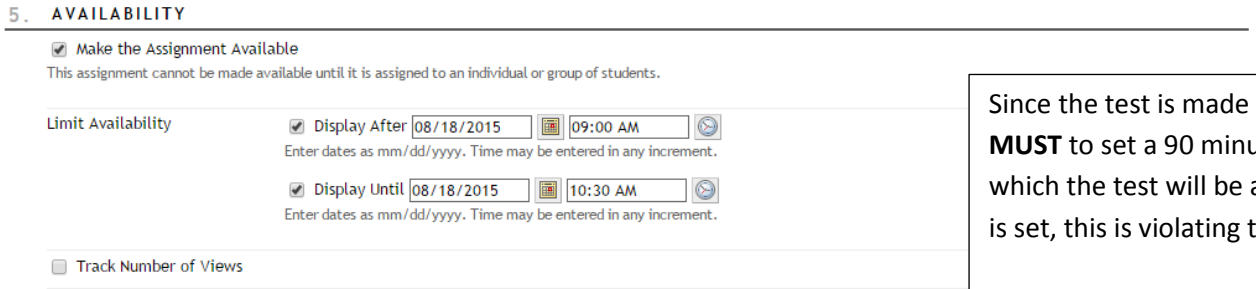


1. **Hover over the Essay link and a Chevron will appear. Click "Edit."**
2. **Scroll down to "AVAILABILITY."**
3. **Make sure your essay settings match the following screenshot.**


3. DUE DATES
Submissions are accepted after this date, but are marked Late.
Due Date
05/31/2016
11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.


Submission Details
If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.
Assignment Type
Individual Submission
Group Submission
Portfolio Submission
Selecting this option will require students to submit a portfolio as a response to this assignment
Number of Attempts
Multiple attempts
Maximum Attempts
2
Score attempts using
Highest Grade
Plagiarism Tools
Check submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See Blackboard Help for more details.
If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.
Allow students to view SafeAssign originality report for their attempts
Exclude submissions from the Institutional and Global References Databases


Grading Options
You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader pro
grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.
Enable Anonymous Grading
Student names are hidden during the grading process.
Disable Anonymous Grading
After all submissions are graded
Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.


5. AVAILABILITY
Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.
Limit Availability
Display After 08/18/2015 09:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Display Until 08/18/2015 10:30 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Track Number of Views

Since the test is made available, it is a **MUST** to set a 90 minute time frame in which the test will be available. If no time is set, this is violating test security protocol.

Section 7: Enrolling Users in a Course Shell

REMINDER: DO NOT ENROLL STUDENTS UNTIL EDITING OF TEST SESSIONS (TIME, DATE AND PASSWORD SET) HAS BEEN COMPLETED!

There are two ways to enroll users in a course: A) Batch Files and B) GUI Interface.

Use Option A) Batch Files for enrolling users in bulk (up to 500 users in each batch file).
Use Option B) GUI Interface for enrolling a few users.

Option A: Batch Files

Step 1: Retrieve Batch Enroll Users Template from the Portal Administrator Resource center.

- Found from "my courses" module when you log into Bb and click on the "my [portal]" tab. In this example [portal] = PORTALTRAINING
- Listed under "Courses where you are: Student" If you are enrolled in many courses you may have to scroll a bit.
-

Sherman Peabody
5
My Portal Admin Training
System Admin
My Courses
Courses where you are: Instructor
ACT/SAT Prep Sample content
Instructor: Sherman Peabody;
AP Spanish language Semester 1 Sample Content
Instructor: Sherman Peabody;
Economics Semester 1 Sample Content
Instructor: Sherman Peabody;
Fractal Math Sample Content
Instructor: Sherman Peabody;
Courses where you are: Student
IDEAL-NM Portal Admin Resource Center
Instructor: Daniel Beatty; Jennie Breister; Jason Don Forsythe; Jeremy Jackson; Amy Jaramillo; Reilly McClure; Ben Trammell; Ben Trammell; Laurie Wilder;

- Notes about template
  - File must be saved as CSV (comma Separated Value) format. Notice the icons instead of Excel
  - Preserve the field headings. Note spelling and spacing.
  - Can have up to 500 entries in a single file
  - Notice use of External_Person_Key from Create Users Template
  - Notice use of External_Course_Key from Create Course Shells Template
  - Notice this Role is a COURSE role which is different from Institution_Role
  - Course Roles are listed below

    Course Builder

    Grader

    Guest

    Instructor

    Student

    Teaching Assistant

  - Three Custom Roles were created for End of Course Exams
    - District Test Coordinator (DTC)
    - EOC Grader (EG)
    - Proctor (EP)

Step 2: Edit Batch Enroll Users Template

The External_Course_Key is same as the External_Course_Key from the Create_Courses_Template

The External_Person_Key is same as the External_Person_Key from the Create_Users_Template

A	B	C
External_Course_Key	External_Person_Key	Role
portaltraining_RITW_FY16	portaltraining_dudley.doright	Instructor
portaltraining_RITW_FY16	portaltraining_bruce.wayne	Student
portaltraining_RITW_FY16	portaltraining_bugs.bunny	Instructor
portaltraining_RITW_FY16	portaltraining_clark.kent	Student
portaltraining_0234_S1_SY1516_1	portaltraining_dudley.doright	Instructor
portaltraining_0234_S1_SY1516_1	portaltraining_bruce.wayne	Student
portaltraining_0234_S1_SY1516_1	portaltraining_bugs.bunny	Student
portaltraining_0234_S1_SY1516_1	portaltraining_dick.grayson	Student
Another way to visualize:		
portaltraining_RITW_FY16	portaltraining_clark.kent	Student
portaltraining_0234_S1_SY1516_1	portaltraining_dick.grayson	Student
portaltraining_RITW_FY16	portaltraining_dudley.doright	Instructor
portaltraining_0234_S1_SY1516_1	portaltraining_dudley.doright	Instructor
portaltraining_RITW_FY16	portaltraining_bruce.wayne	Student
portaltraining_0234_S1_SY1516_1	portaltraining_bruce.wayne	Student
portaltraining_RITW_FY16	portaltraining_bugs.bunny	Instructor
portaltraining_0234_S1_SY1516_1	portaltraining_bugs.bunny	Student

Role is ***Course*** Role…..different from Institution_Role.

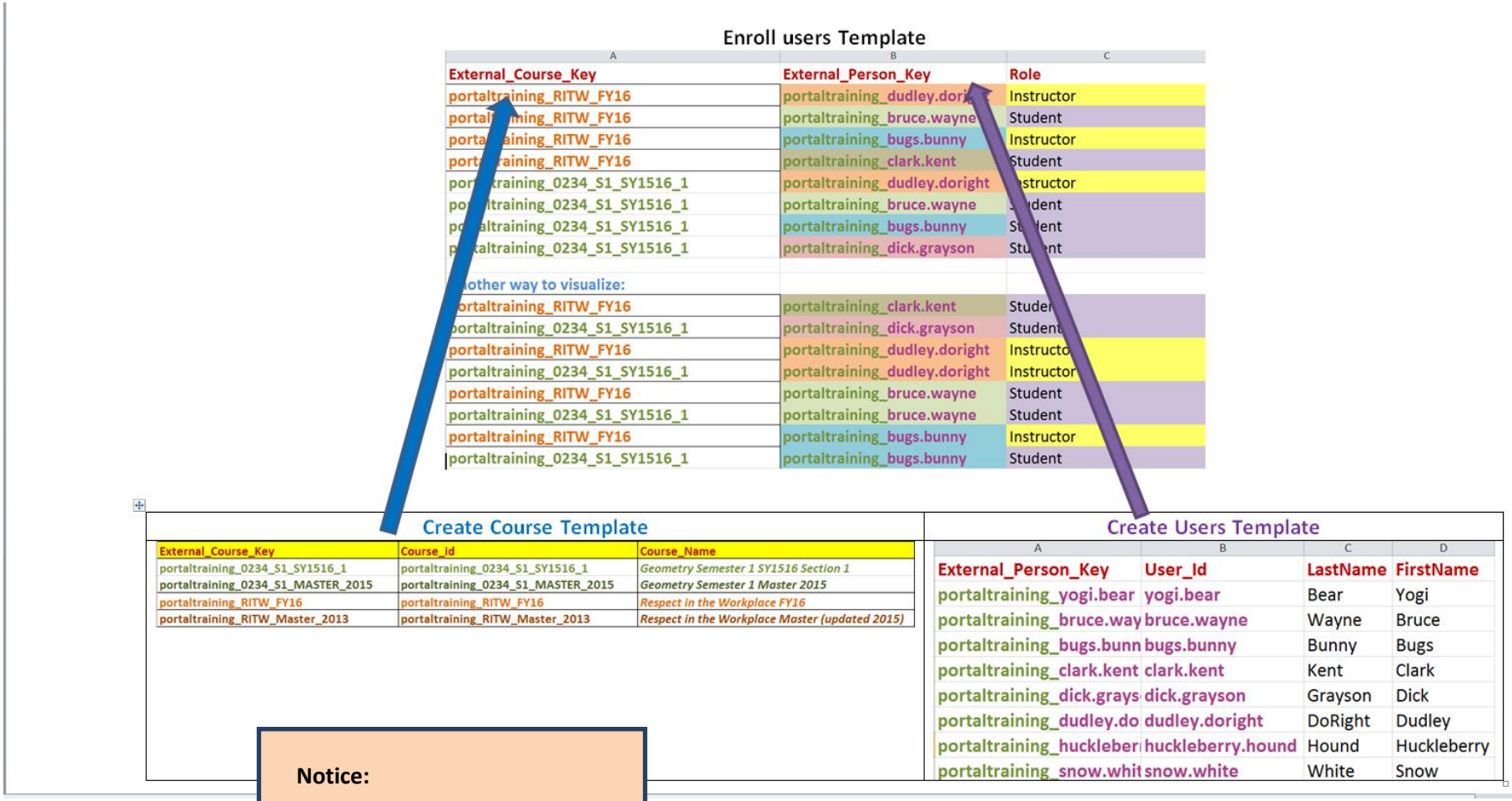
Use Custom Codes for EoC Course Roles. See sample below.

Role is case sensitive.

A	B	C
External_Course_Key	External_Person_Key	Role
portaltraining_ EOC_2031_V001_111222	portaltraining_dudley.doright	DTC
portaltraining_ EOC_2031_V001_111222	portaltraining_bruce.wayne	Student
portaltraining_ EOC_2031_V001_111222	portaltraining_bugs.bunny	Student
portaltraining_ EOC_2031_V001_111222	portaltraining_snow.white	EG
portaltraining_ EOC_2031_V001_111222	portaltraining_yogi.bear	EP

ONLY these course roles are allowed for EOC shells. Under no circumstance should the course role “Instructor” be used.

Even if a user is the “teacher” of the students, when delivering EOC’s this person is a proctor or EOC Grader.

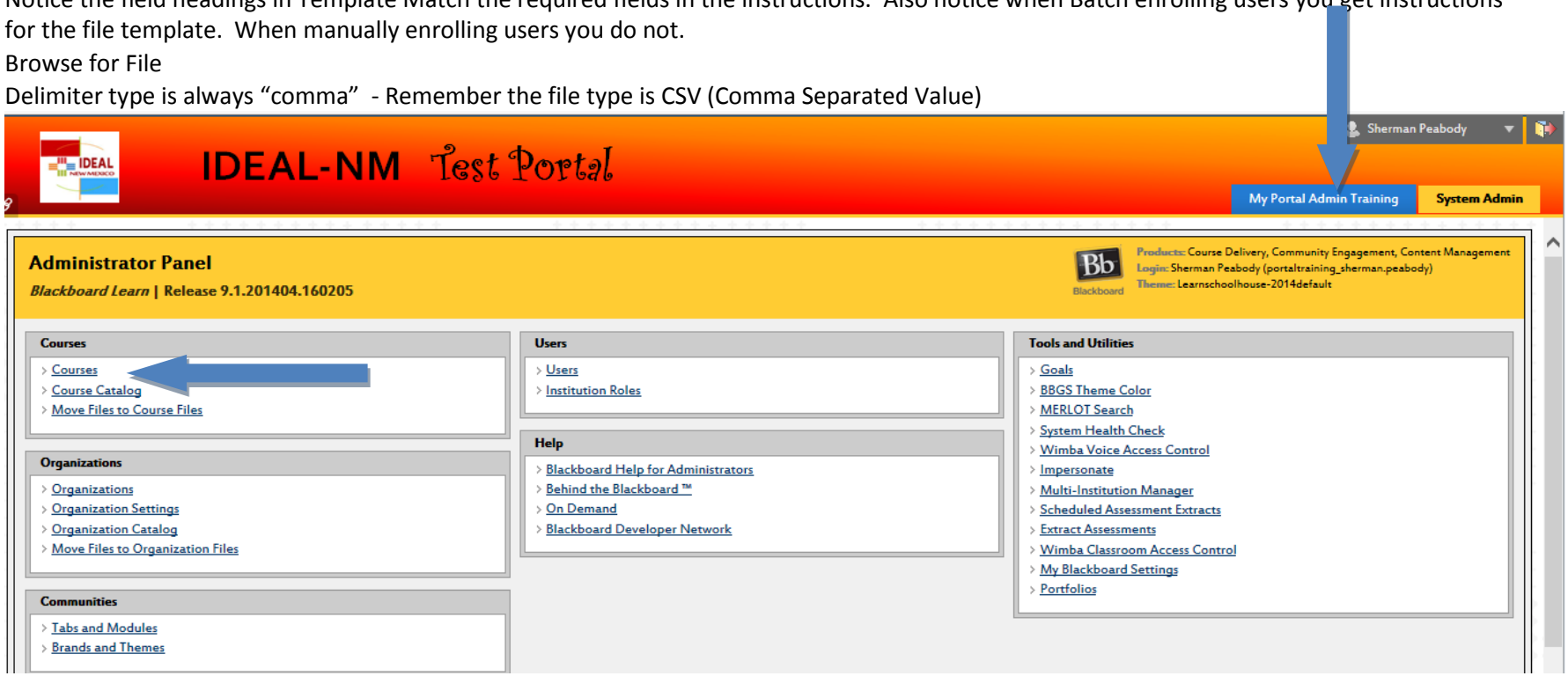


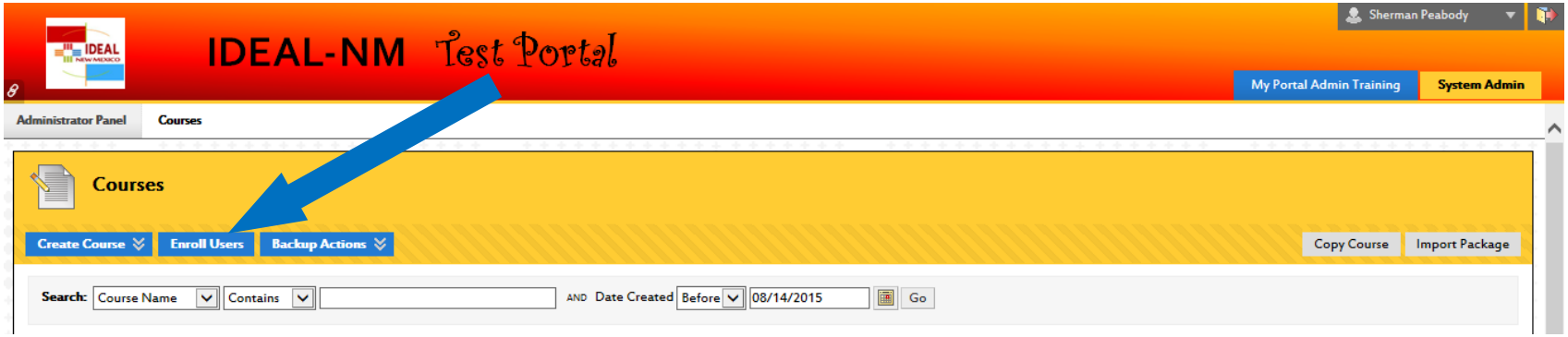
Notice:

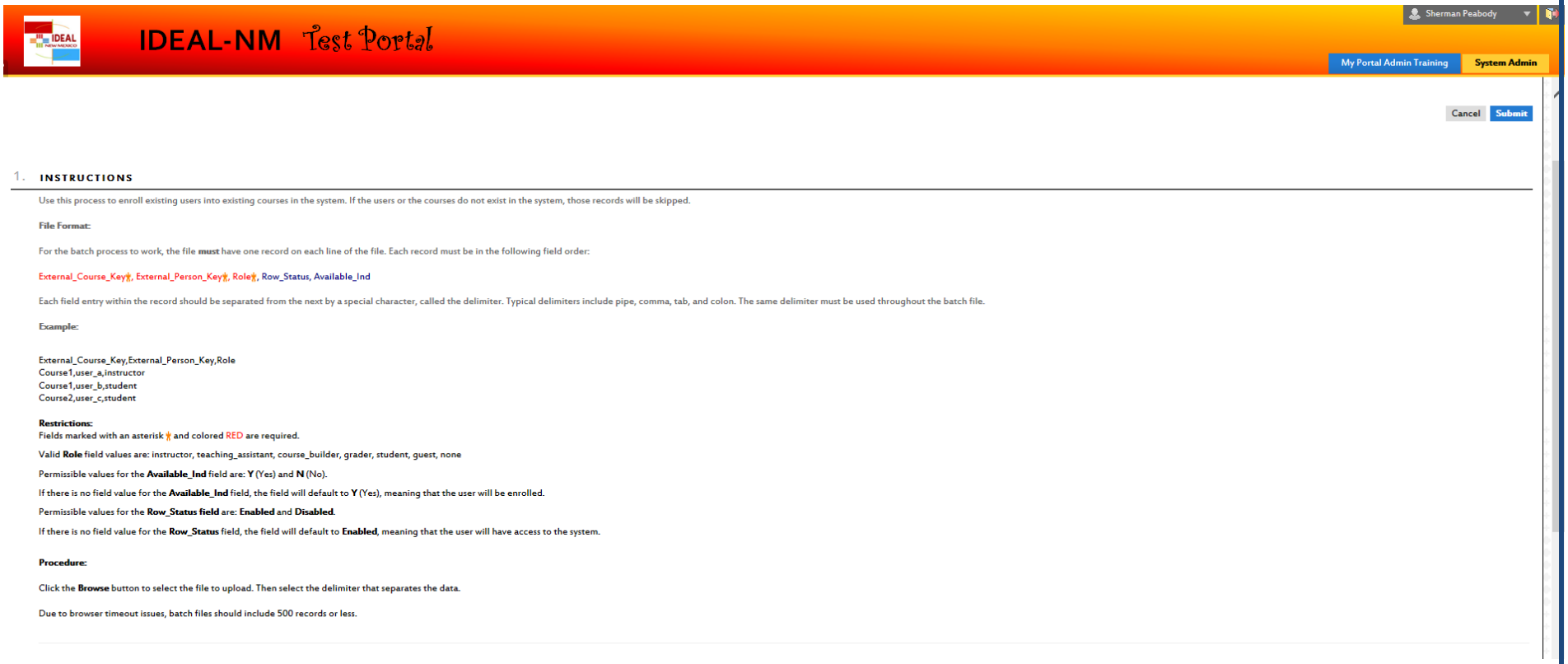
The first two fields in the Enroll Users Template come from the Create Courses Template and the **Create Users Template** respectively.

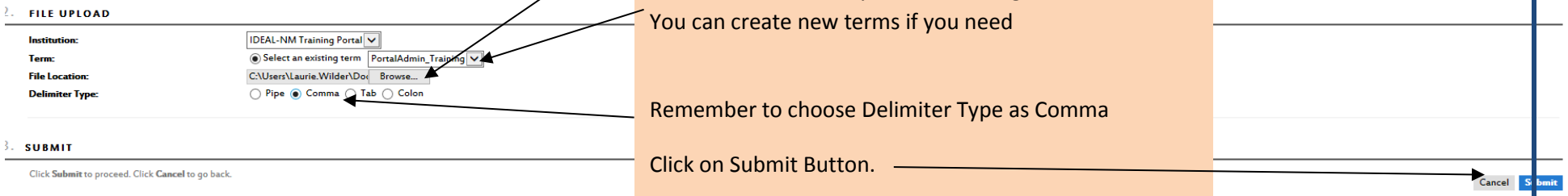
Step 3: Batch the users' enrollments

- System Admin Tab → Courses
- Click on Batch Actions → Enroll Users Button
- Notice the field headings in Template Match the required fields in the instructions. Also notice when Batch enrolling users you get instructions for the file template. When manually enrolling users you do not.
- Browse for File
- Delimiter type is always "comma" - Remember the file type is CSV (Comma Separated Value)




IDEAL-NM Test Portal
Sherman Peabody
My Portal Admin Training
System Admin
Administrator Panel
Courses
Courses
Create Course
Enroll Users
Backup Actions
Copy Course
Import Package
Search:
Course Name
Contains
AND Date Created
Before
08/14/2015
Go


IDEAL-NM Test Portal
Sherman Peabody
My Portal Admin Training
System Admin
Cancel
Submit
1. INSTRUCTIONS
Use this process to enroll existing users into existing courses in the system. If the users or the courses do not exist in the system, those records will be skipped.
File Format:
For the batch process to work, the file must have one record on each line of the file. Each record must be in the following field order:
External_Course_Key*, External_Person_Key*, Role*, Row_Status, Available_Ind
Each field entry within the record should be separated from the next by a special character, called the delimiter. Typical delimiters include pipe, comma, tab, and colon. The same delimiter must be used throughout the batch file.
Example:
External_Course_Key,External_Person_Key,Role
Course1,user_a,instructor
Course1,user_b,student
Course2,user_c,student
Restrictions:
Fields marked with an asterisk * and colored RED are required.
Valid Role field values are: instructor, teaching_assistant, course_builder, grader, student, guest, none
Permissible values for the Available_Ind field are: Y (Yes) and N (No).
If there is no field value for the Available_Ind field, the field will default to Y (Yes), meaning that the user will be enrolled.
Permissible values for the Row_Status field are: Enabled and Disabled.
If there is no field value for the Row_Status field, the field will default to Enabled, meaning that the user will have access to the system.
Procedure:
Click the Browse button to select the file to upload. Then select the delimiter that separates the data.
Due to browser timeout issues, batch files should include 500 records or less.



Browse for batch enroll user file you just created

Enter Term for which you are enrolling users**
You can create new terms if you need

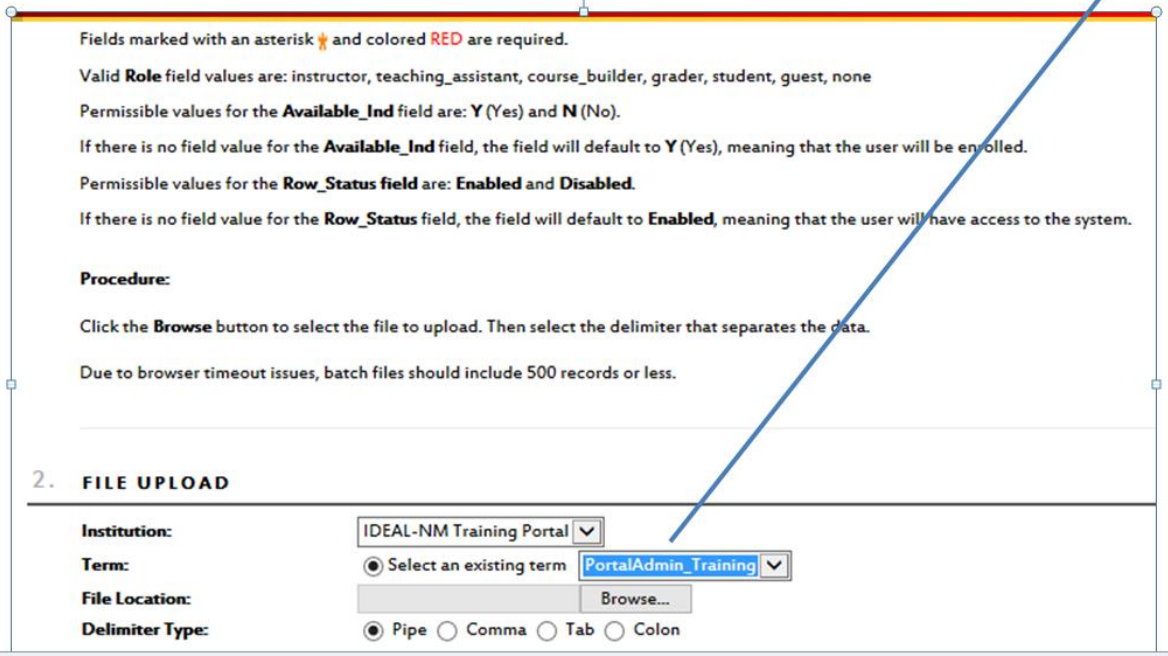
Remember to choose Delimiter Type as Comma

Click on Submit Button.

**See diagram below regarding Terms. All entries in a file must be for the same term. For Example You cannot enroll users in courses for SY13-14 in the same file for which you are enrolling users in courses for SY15-16.

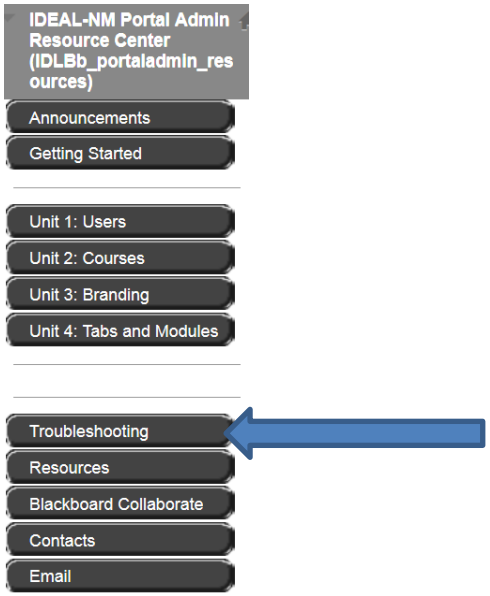
Link between TERM and Data Source Key

Course ID	Course Name	Date Created	Instructor Username	Instructor Name	Data Source Key
portaltraining_0801_S1_Sample	ACT/SAT Prep Sample content	8/13/15 12:02 PM	portaltraining_sherman.peabody	Sherman Peabody	PORTALTRAINING_.COURSES.PortalAdmin_Training.TXT
portaltraining_1751_S1_Sample	AP Spanish language Semester 1 Sample Content	8/13/15 10:58 AM	portaltraining_sherman.peabody	Sherman Peabody	PORTALTRAINING_.COURSES.PortalAdmin_Training.TXT
portaltraining_2039_Sample	Fractal Math Sample Content	8/13/15 12:02 PM	portaltraining_sherman.peabody	Sherman Peabody	PORTALTRAINING_.COURSES.PortalAdmin_Training.TXT
portaltraining_2741_S1_Sample	Economics Semester 1 Sample Content	8/13/15 12:02 PM	portaltraining_sherman.peabody	Sherman Peabody	PORTALTRAINING_.COURSES.PortalAdmin_Training.TXT


Fields marked with an asterisk * and colored RED are required.
Valid Role field values are: instructor, teaching_assistant, course_builder, grader, student, guest, none
Permissible values for the Available_Ind field are: Y (Yes) and N (No).
If there is no field value for the Available_Ind field, the field will default to Y (Yes), meaning that the user will be enrolled.
Permissible values for the Row_Status field are: Enabled and Disabled.
If there is no field value for the Row_Status field, the field will default to Enabled, meaning that the user will have access to the system.
Procedure:
Click the Browse button to select the file to upload. Then select the delimiter that separates the data.
Due to browser timeout issues, batch files should include 500 records or less.
2. FILE UPLOAD
Institution:
IDEAL-NM Training Portal
Term:
Select an existing term
PortalAdmin_Training
File Location:
Browse...
Delimiter Type:
Pipe
Comma
Tab
Colon

You will receive an email reporting on success of upload.

If you get errors you can review the troubleshooting link in the resource center.

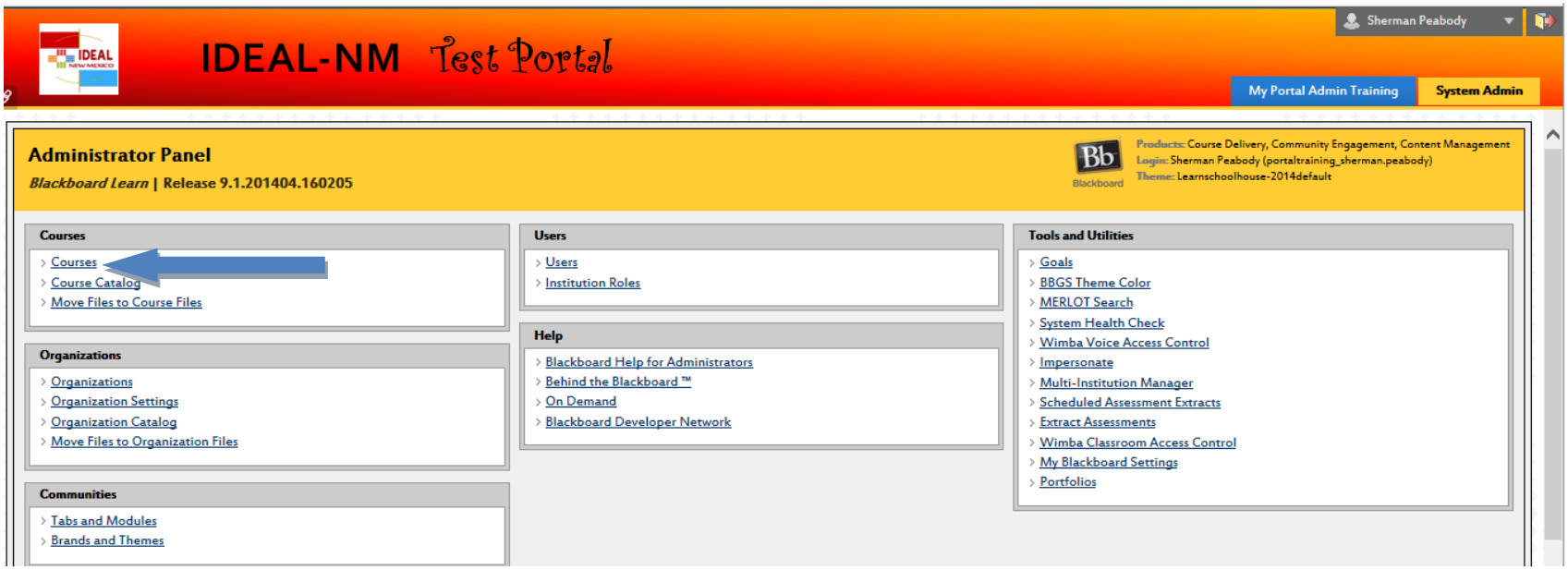


If these suggestions do not work, please submit a Mantis ticket.

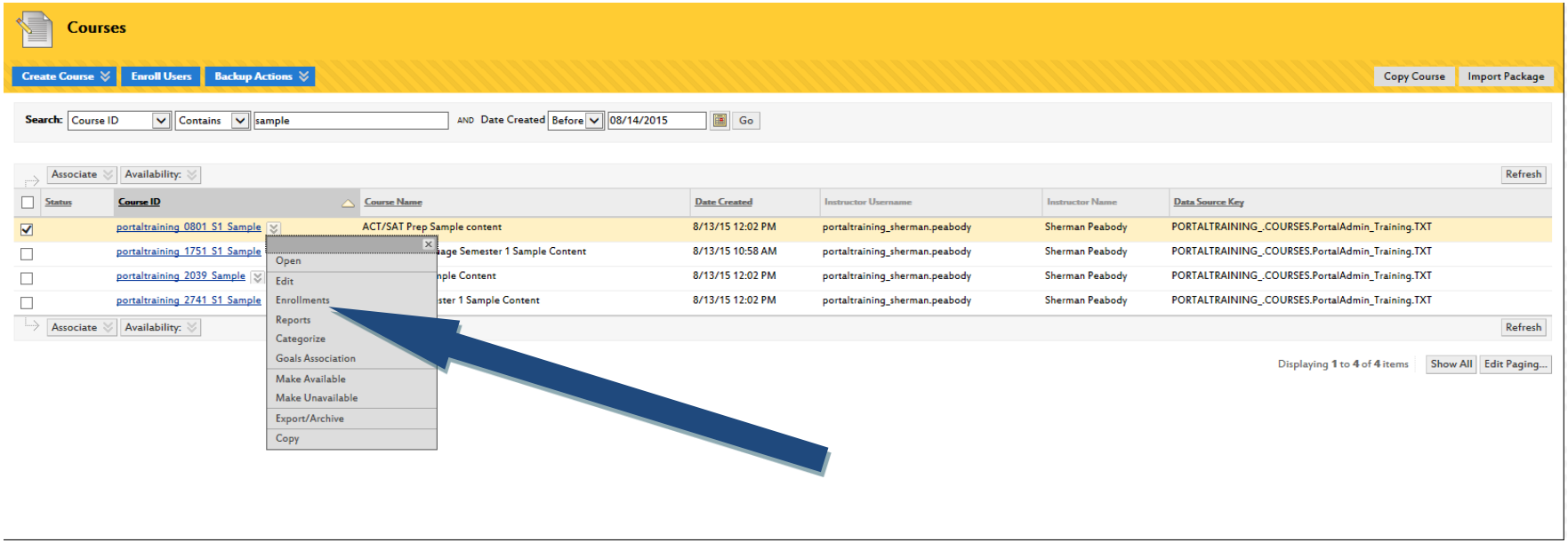
Option B: GUI Interface

Use option B for quickly enrolling a few users.

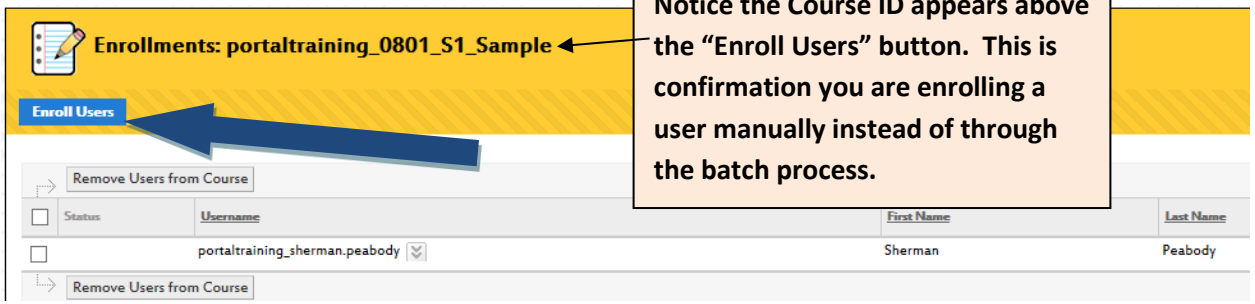
Step 1: Go to the system admin tab and choose courses link



Step 2: Search for the course and click on chevron to right of CourseID, choose Enrollments

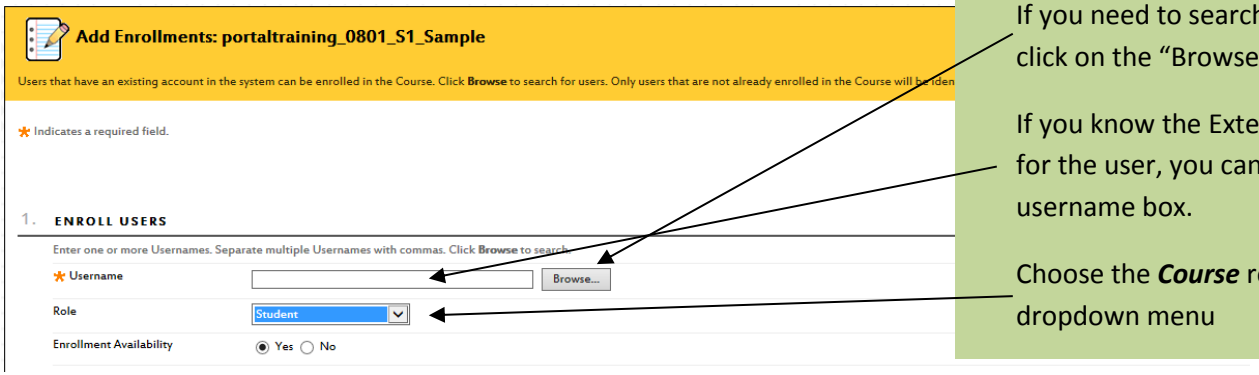


Step 3: Click on Enroll User



Notice the Course ID appears above the "Enroll Users" button. This is confirmation you are enrolling a user manually instead of through the batch process.

Step 4: Find the user(s) and enroll.


Add Enrollments: portaltraining_0801_S1_Sample
Users that have an existing account in the system can be enrolled in the Course. Click Browse to search for users. Only users that are not already enrolled in the Course will be iden
* Indicates a required field.
1. ENROLL USERS
Enter one or more Usernames. Separate multiple Usernames with commas. Click Browse to search
* Username
Browse...
Role
Student
Enrollment Availability
Yes
No

If you need to search for the user, click on the "Browse" button.

If you know the External_Person_Key for the user, you can type it into the username box.

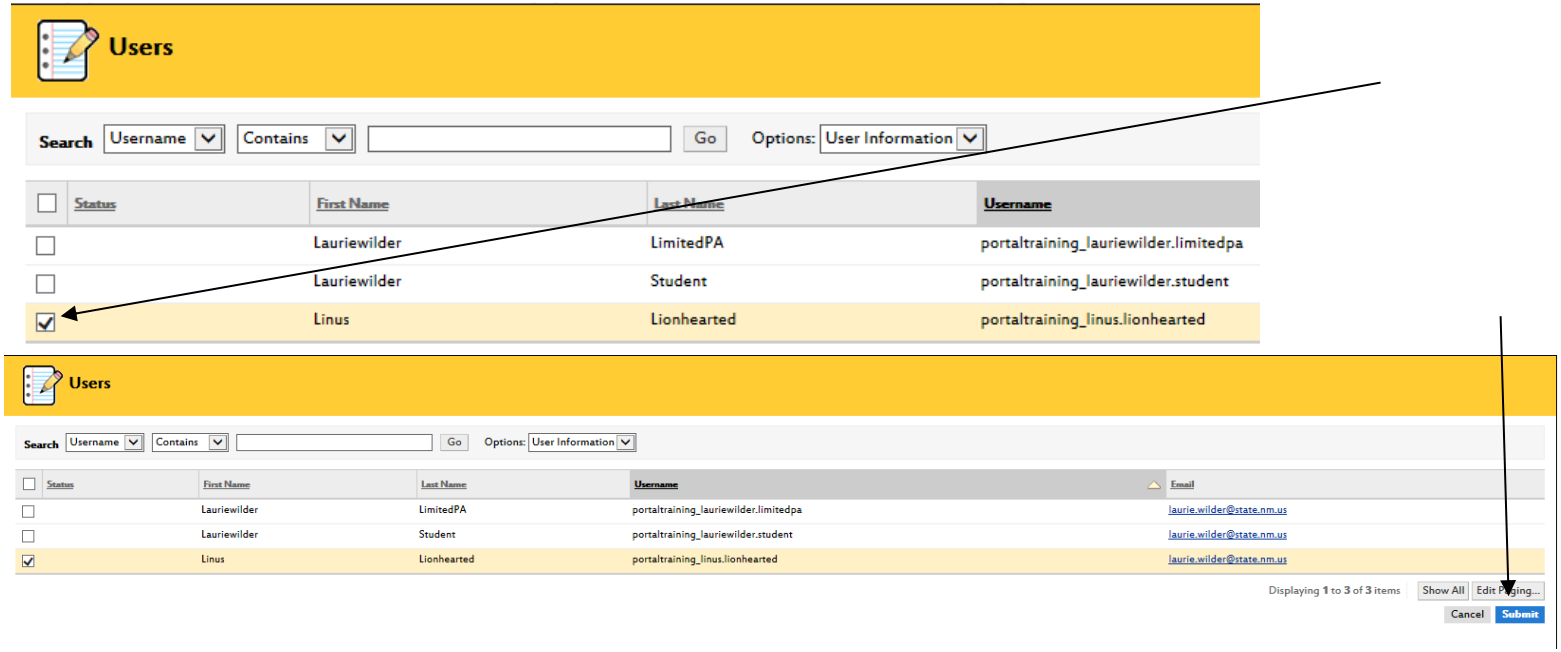
Choose the ***Course*** role from dropdown menu

Step 4a: If you click browse to enroll users, you will see the "search" bar

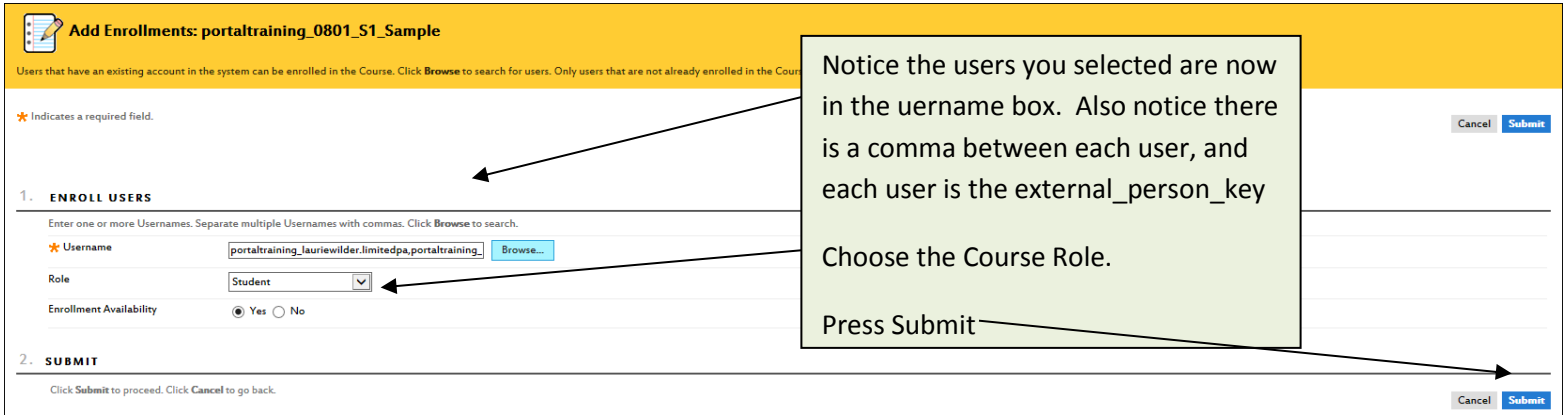
You can choose to search through all users, or find a specific user

Check the box to the left of each user you want to enroll in the course.

Remember to click the "submit" button.



Step 4b: Choose Course Role and Submit.



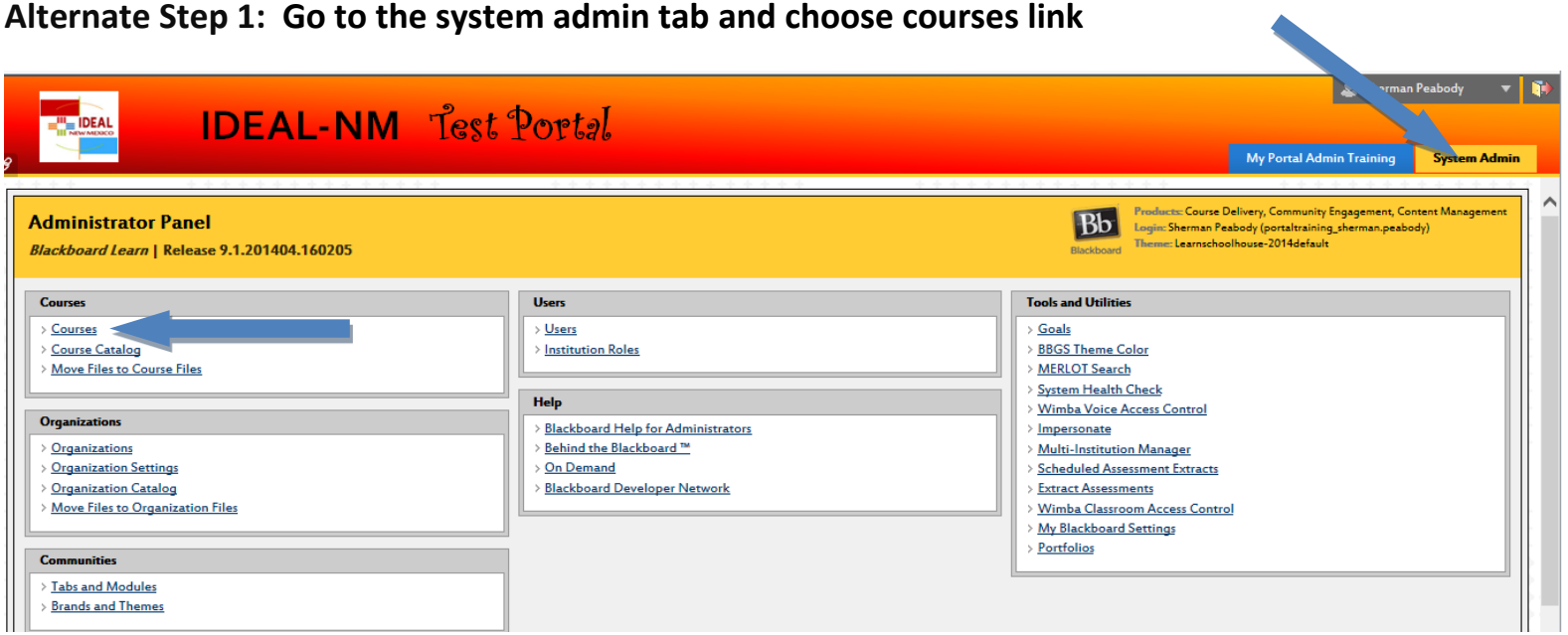
Notice the users you selected are now in the uername box. Also notice there is a comma between each user, and each user is the external_person_key

Choose the Course Role.

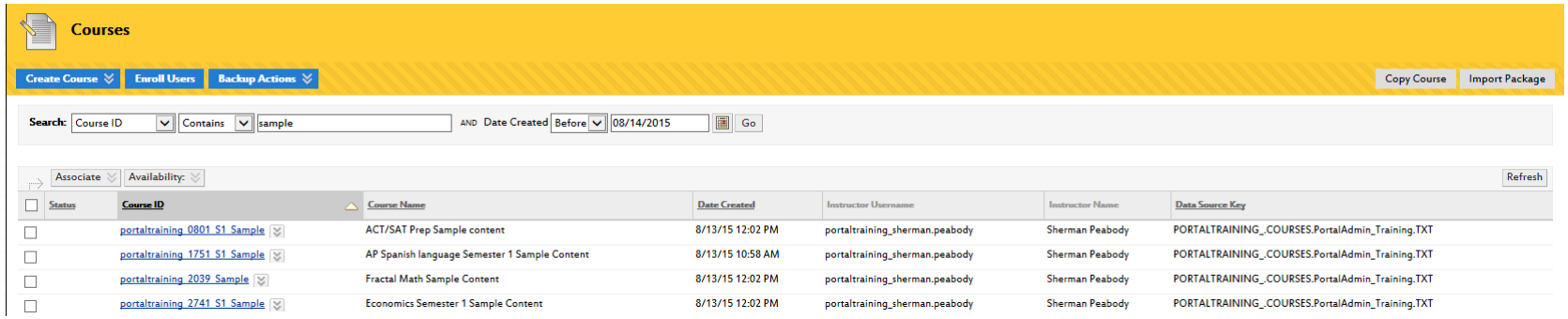
Press Submit

An alternate way to manually enroll users is from within the course shell

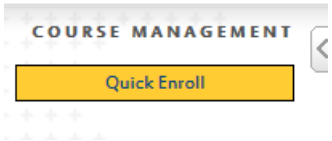
Alternate Step 1: Go to the system admin tab and choose courses link



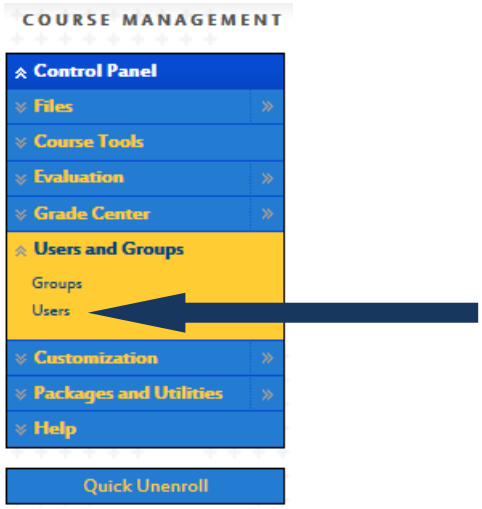
Alternate Step 2: Click on the course ID to enter the course


Courses
Create Course
Enroll Users
Backup Actions
Copy Course
Import Package
Search: Course ID Contains sample AND Date Created Before 08/14/2015 Go
Associate
Availability:
Refresh
Status
Course ID
Course Name
Date Created
Instructor Username
Instructor Name
Data Source Key
portaltraining_0801_S1_Sample ACT/SAT Prep Sample content 8/13/15 12:02 PM portaltraining_sherman.peabody Sherman Peabody PORTALTRAINING_COURSES.PortalAdmin_Training.TXT
portaltraining_1751_S1_Sample AP Spanish language Semester 1 Sample Content 8/13/15 10:58 AM portaltraining_sherman.peabody Sherman Peabody PORTALTRAINING_COURSES.PortalAdmin_Training.TXT
portaltraining_2039_Sample Fractal Math Sample Content 8/13/15 12:02 PM portaltraining_sherman.peabody Sherman Peabody PORTALTRAINING_COURSES.PortalAdmin_Training.TXT
portaltraining_2741_S1_Sample Economics Semester 1 Sample Content 8/13/15 12:02 PM portaltraining_sherman.peabody Sherman Peabody PORTALTRAINING_COURSES.PortalAdmin_Training.TXT

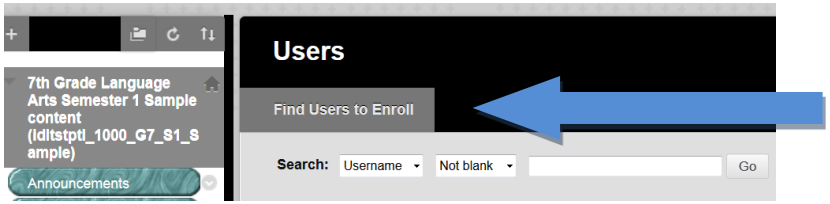
Alternate Step 3: If you are not enrolled as an Instructor or District Test Coordinator, click on the "Quick Enroll" Button



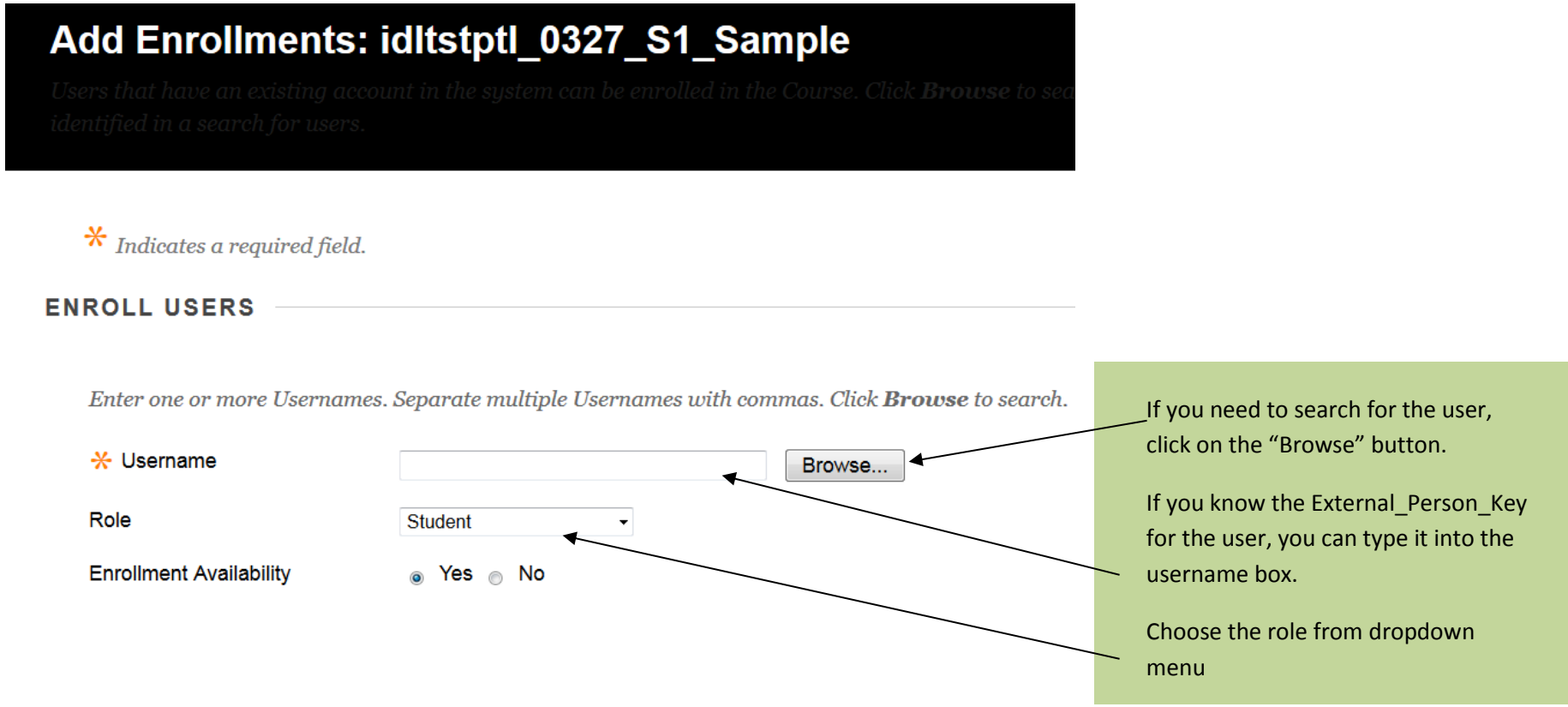
Alternate Step 4: Click on Users from the Control Panel from within the course.



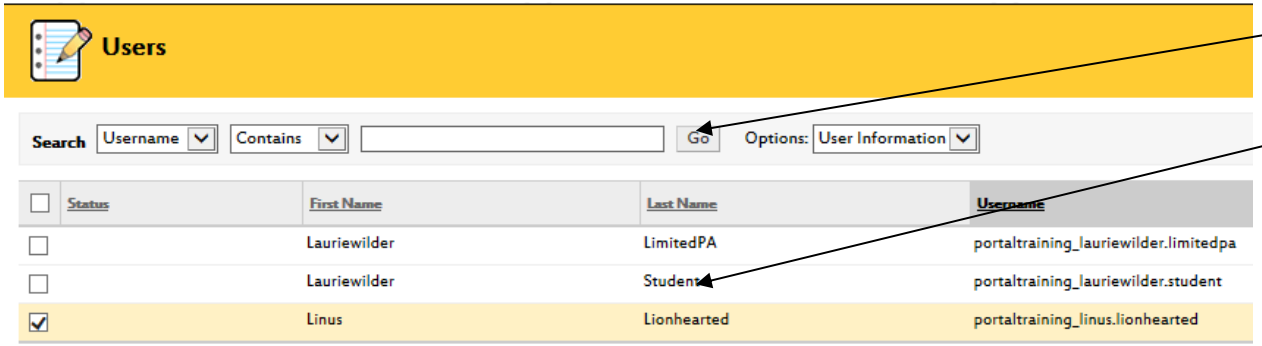
Alternate Step 5: Click on "Find users to Enroll" Button

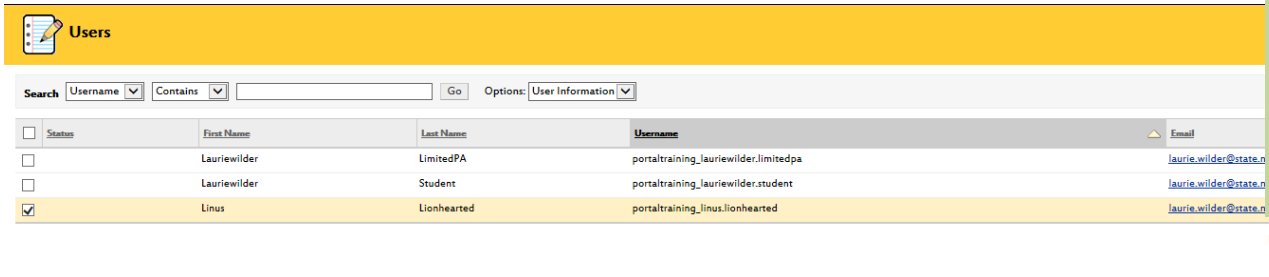


Alternate Step 6: Find the user(s) and enroll.


Add Enrollments: idltstptl_0327_S1_Sample
Users that have an existing account in the system can be enrolled in the Course. Click Browse to sea
identified in a search for users.
* Indicates a required field.
ENROLL USERS
Enter one or more Usernames. Separate multiple Usernames with commas. Click Browse to search.
* Username
Browse...
Role
Student
Enrollment Availability
Yes
No
If you need to search for the user, click on the "Browse" button.
If you know the External_Person_Key for the user, you can type it into the username box.
Choose the role from dropdown menu

Alternate Step 6a: If you click browse to enroll users, you will see the "search" bar:





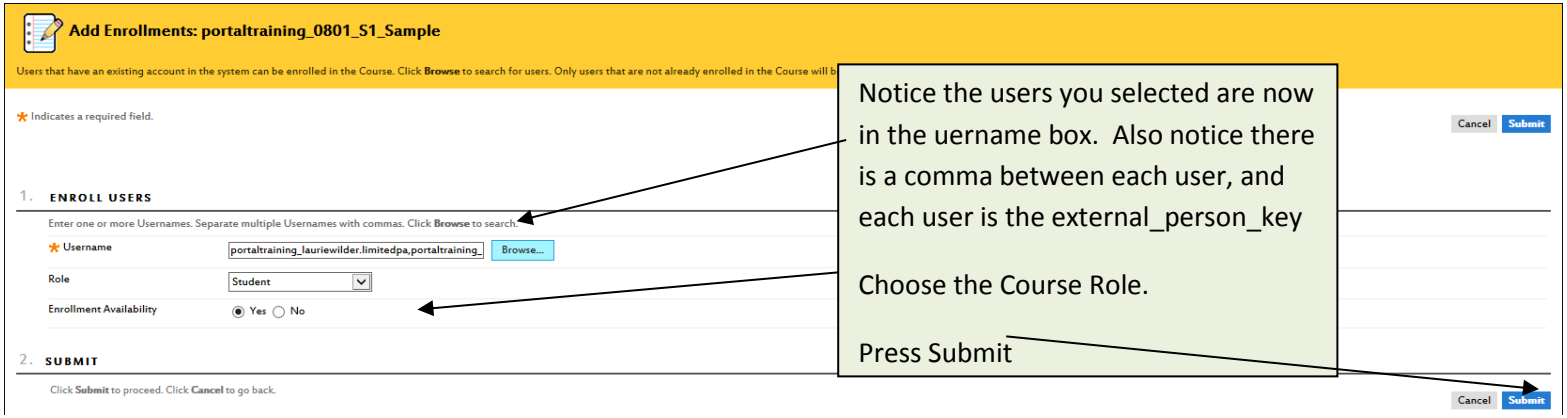
You can choose to search through all users, or find a specific user

Check the box to the left of each user you want to enroll in the course.

Remember to click the "submit" button.

Step 6b:

Choose Course Role and Submit.

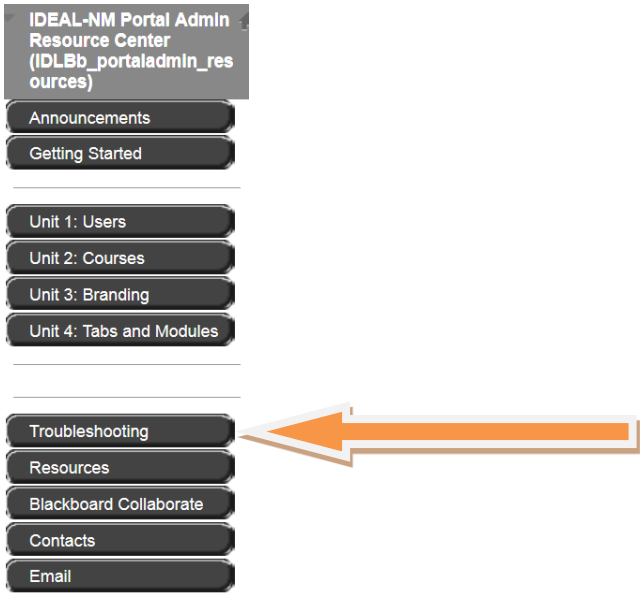


Notice the users you selected are now in the uername box. Also notice there is a comma between each user, and each user is the external_person_key

Choose the Course Role.

Press Submit

If you get errors you can review the troubleshooting link in the resource center.

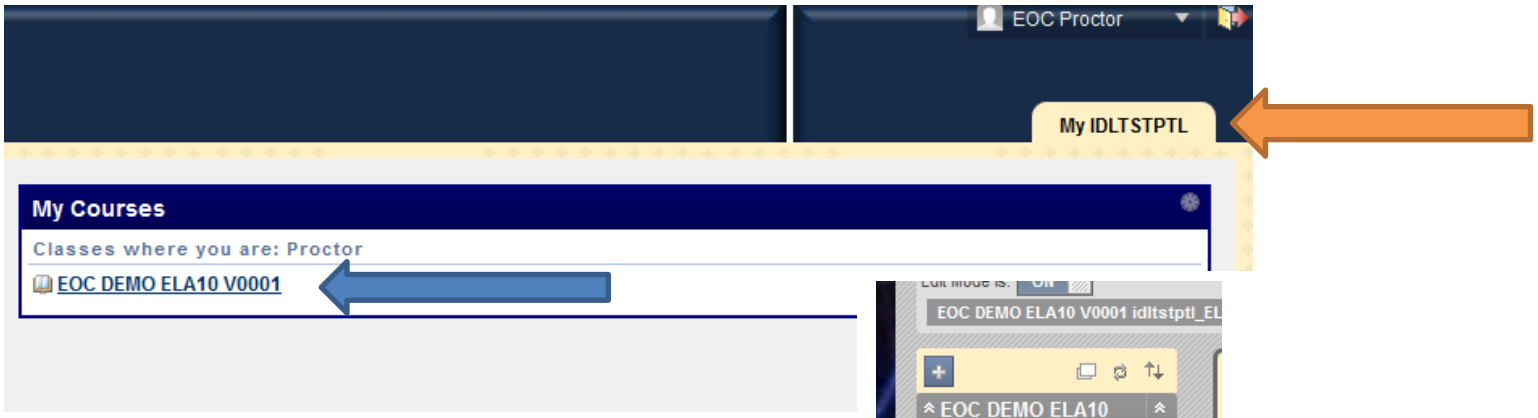


If these suggestions do not work, please submit a Mantis ticket.

Section 8: Password Reset

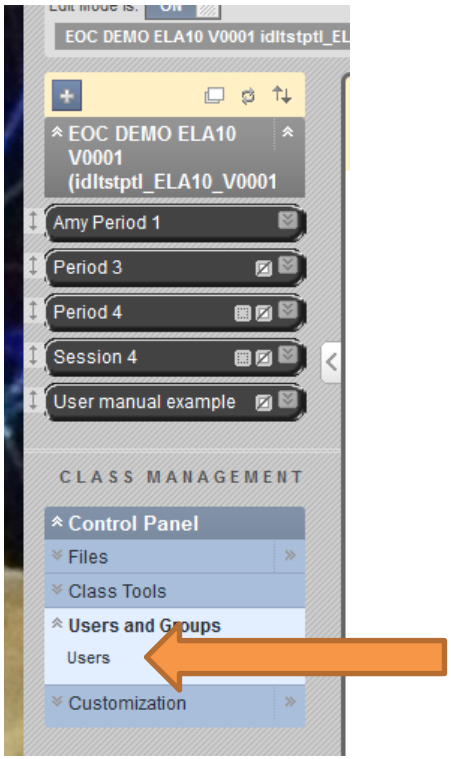
Test Coordinators and Test Administrators (called "Proctors" in Blackboard" may reset student passwords using the following steps.

1. **From My [Portal] tab (in this example, it's My Idltstptl), enter the EOC subject shell.**

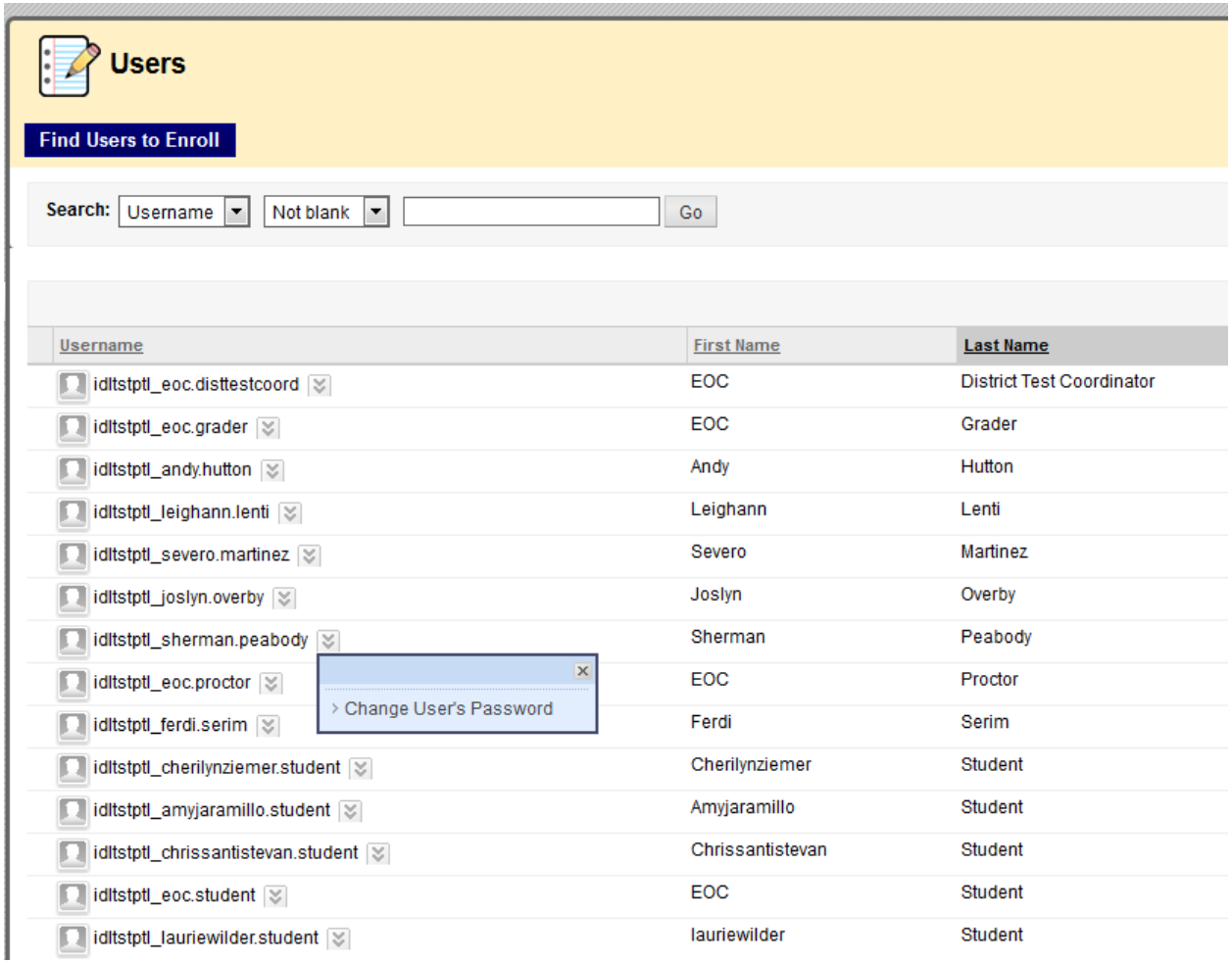


2. **Click EOC subject shell in which student will be testing.**

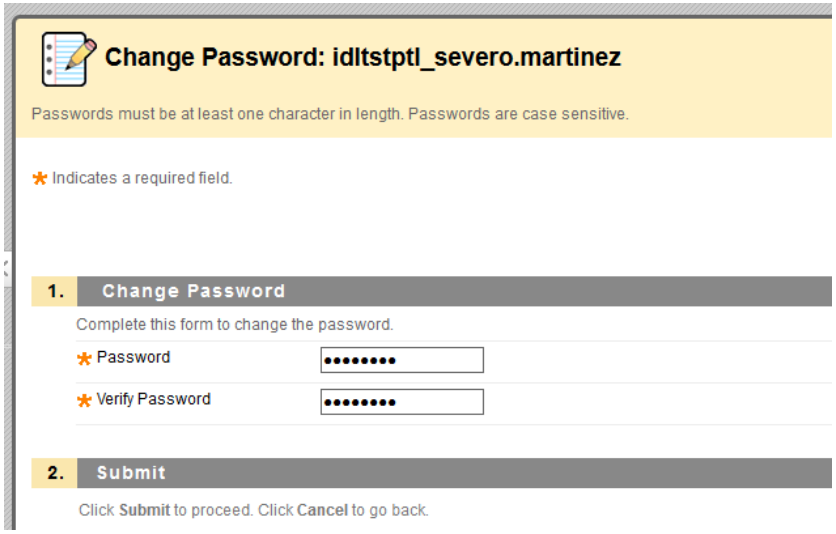
3. **Choose the student from Users in the Control Panel.**



4. **Locate the user and click on chevron to right of username. Click own menu.**



5. **Update the password and press submit.**

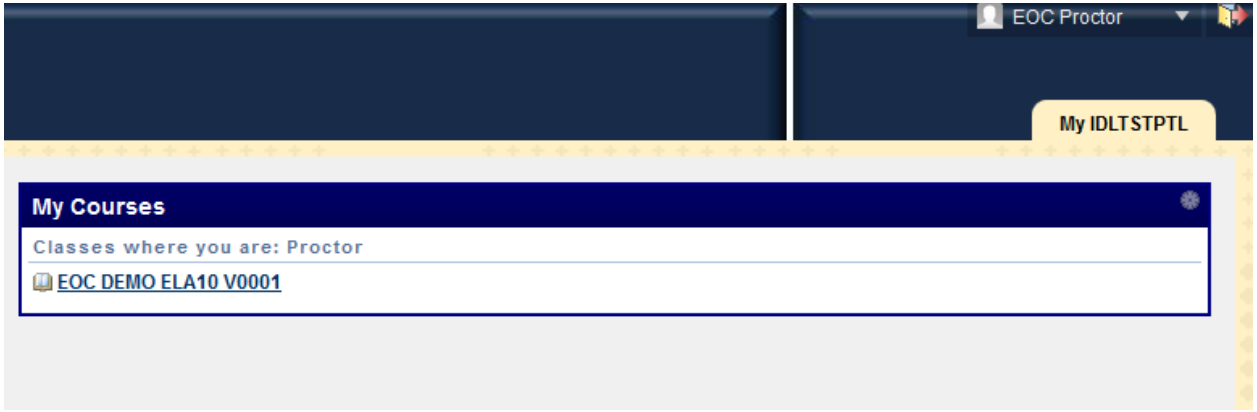

Change Password: idltstptl_severo.martinez
Passwords must be at least one character in length. Passwords are case sensitive.
* Indicates a required field.
1. Change Password
Complete this form to change the password.
* Password
* Verify Password
2. Submit
Click Submit to proceed. Click Cancel to go back.

6. The TA ("Proctor") is able to change the password only for those users enrolled with course role "student."

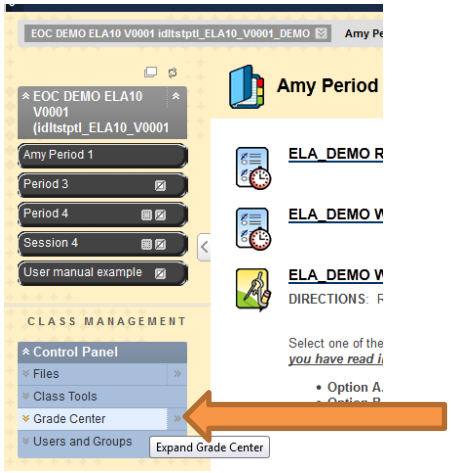
Username	First Name	Last Name	Email	Role
idltstptl_eoc.disttestcoord	EOC	District Test Coordinator	laurie.wilder@state.nm.us	District Test Coordinator
idltstptl_eoc.grader	EOC	Grader	laurie.wilder@state.nm.us	Grader
idltstptl_andy.hutton	Andy	Hutton	andy.hutton@state.nm.us	Student
idltstptl_amy.jaramillo	Amy	Jaramillo	Amy.Jaramillo@state.nm.us	Teacher
idltstptl_leighann.lenti	Leighann	Lenti	Leighann.Lenti@state.nm.us	Student
idltstptl_severo.martinez	Severo	Martinez	severo.martinez@state.nm.us	Student
idltstptl_grader.one	Grader	One		Grader
idltstptl_joslyn.overby	Joslyn	Overby	joslyn.overby@state.nm.us	Student
idltstptl_sherman.peabody	Sherman	Peabody	laurie.wilder@state.nm.us	Student
idltstptl_eoc.proctor	EOC	Proctor	laurie.wilder@state.nm.us	Proctor
idltstptl_ferdi.serim	Ferdi	Serim	Ferdi.serim@state.nm.us	Student
idltstptl_cherilynziemer.student	Cherilynziemer	Student	cherilyn.ziemer@state.nm.us	Student
idltstptl_lauriewilder.student	lauriewilder	Student	laurie.wilder@state.nm.us	Student
idltstptl_eoc.student	EOC	Student	laurie.wilder@state.nm.us	Student
idltstptl_amyjaramillo.student	Amyjaramillo	Student	amy.jaramillo@state.nm.us	Student
idltstptl_chrissantistevan.student	Chrissantistevan	Student	chris.santistevan@state.nm.us	Student
idltstptl_grader.two	Grader	Two		Grader

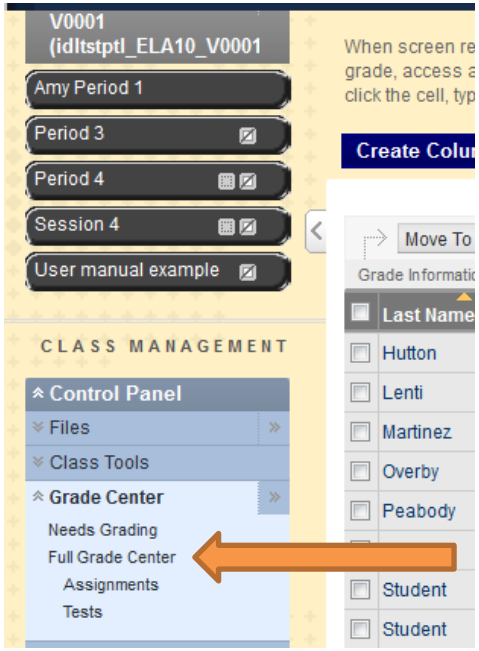
Section 9: Grading Short Answer and Performance Items

1. **Log into the Course Shell in which you need to complete grading.**

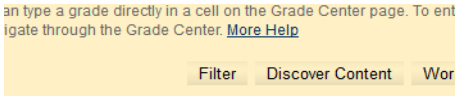


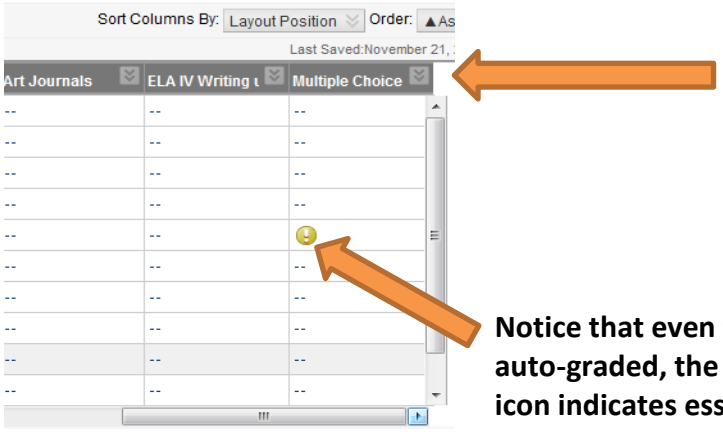
2. **Click on Grade Center.**





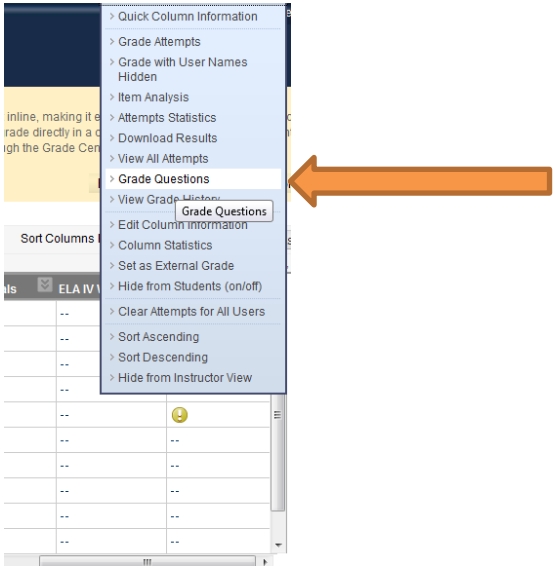
3. Click "Full Grade Center."



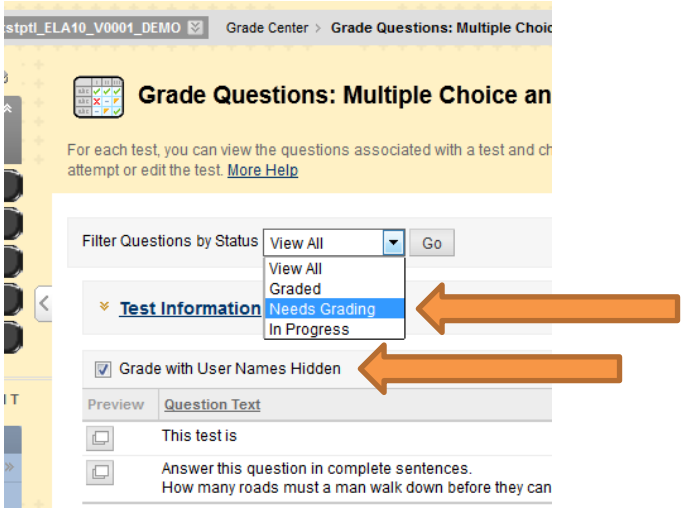


4. Navigate to the Multiple Choice section of the exam. Click on the chevron to the right of the test you will grade.

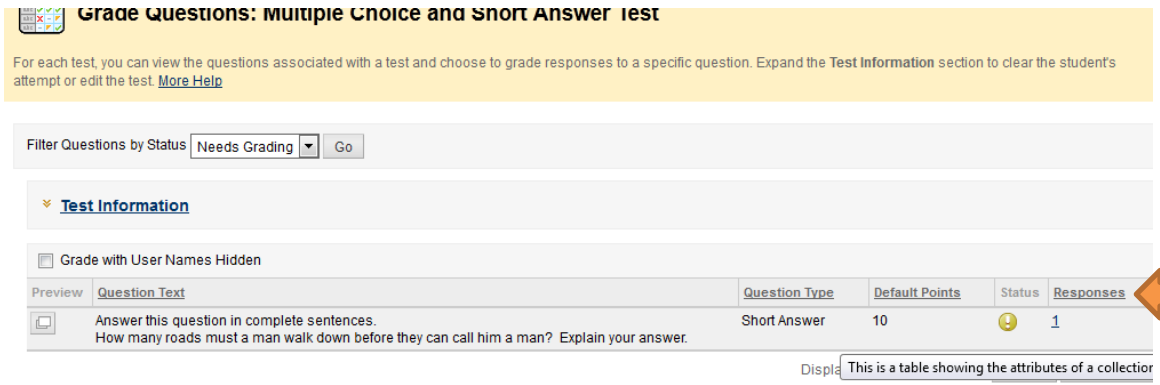
Notice that even though the multiple-choice items have been auto-graded, the test still shows as an ungraded attempt. The icon indicates essay questions that need to be manually graded.



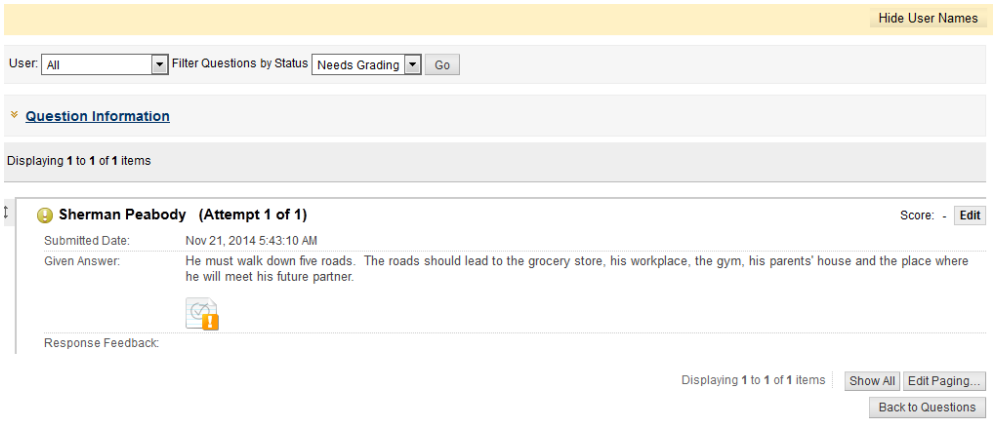
5. Select "Grade Questions."


Grade Center
Grade Questions: Multiple Choice an
For each test, you can view the questions associated with a test and ch
attempt or edit the test. More Help
Filter Questions by Status
View All
Go
View All
Graded
Needs Grading
In Progress
Test Information
Grade with User Names Hidden
Preview
Question Text
This test is
Answer this question in complete sentences.
How many roads must a man walk down before they can

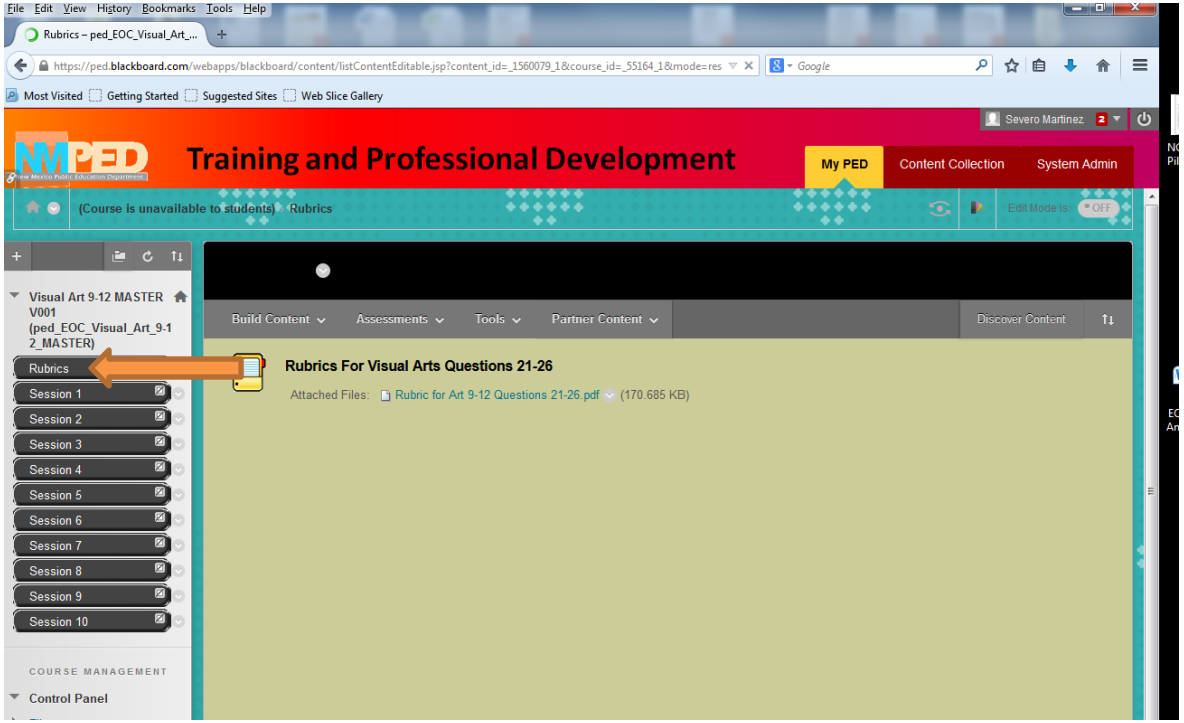
6. Select "Needs Grading" and click "Grade with User Names Hidden."


Grade Questions: Multiple Choice and Short Answer Test
For each test, you can view the questions associated with a test and choose to grade responses to a specific question. Expand the Test Information section to clear the student's attempt or edit the test. More Help
Filter Questions by Status Needs Grading Go
Test Information
Grade with User Names Hidden
Preview
Question Text
Question Type
Default Points
Status
Responses
Answer this question in complete sentences.
How many roads must a man walk down before they can call him a man? Explain your answer.
Short Answer
10
1
This is a table showing the attributes of a collection

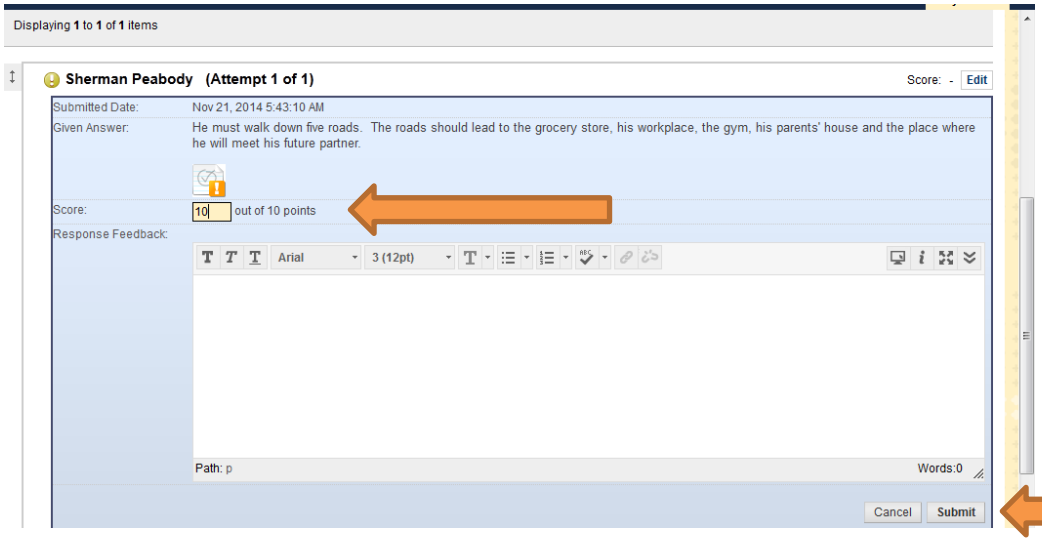
7. You now see only the short answer or performance questions on the test that need to be manually graded. Click "Responses."


Hide User Names
User: All
Filter Questions by Status Needs Grading Go
Question Information
Displaying 1 to 1 of 1 items
Sherman Peabody (Attempt 1 of 1)
Score: - Edit
Submitted Date: Nov 21, 2014 5:43:10 AM
Given Answer: He must walk down five roads. The roads should lead to the grocery store, his workplace, the gym, his parents' house and the place where he will meet his future partner.
Response Feedback:
Displaying 1 to 1 of 1 items
Show All
Edit Paging...
Back to Questions

8. Click "Edit" to grade this question.

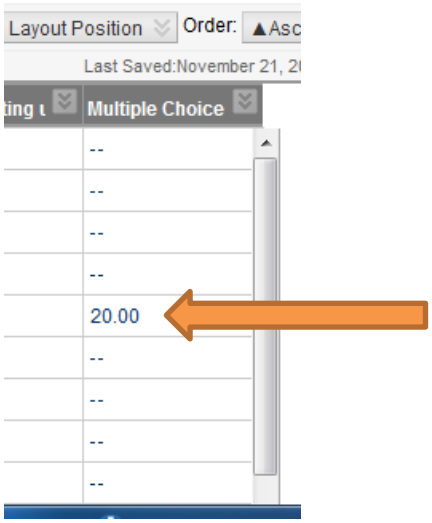


9. Access the rubrics in the master course shell content page. The rubrics are all in the button titled "Rubrics." They can be viewed online or printed for grader accessibility.


Displaying 1 to 1 of 1 items
Sherman Peabody (Attempt 1 of 1)
Score: - Edit
Submitted Date: Nov 21, 2014 5:43:10 AM
Given Answer: He must walk down five roads. The roads should lead to the grocery store, his workplace, the gym, his parents' house and the place where he will meet his future partner.
Score: 10 out of 10 points
Response Feedback:
Arial
3 (12pt)
Path: p
Words:0
Cancel
Submit

10. After grading the item, enter the number of points the student earned. For performance items, use the performance rubrics to score students and input scores here.

11. Click "Submit."



In the gradebook, you may now see the points earned for this test that includes the multiple choice and short answer questions.

Double-scoring must be conducted according to the scoring guidelines below.

Guidelines for Scoring of Short Answer and Performance Items

For scoring of **short answer responses**, scorers must follow these guidelines:

- Responses should be scored after students complete the written portion of the assessment.
- The two scorers collaboratively review the scoring rubrics before scoring begins.
- Each scorer independently scores student A.
- The two scorers compare scores for student A. If the scores are the same, the scorers move on to student B.
- **If the scores are different, the two scorers discuss why they scored the way they did and agree upon a score based on the rubric.** After agreeing upon the score, the scorers move on to student B.
- The two scorers continue this practice for the first ***25 students***. If the two scorers are scoring uniformly at that point, the primary scorer may continue scoring independently.
- If the two scorers are not scoring uniformly after 25 students, they should continue this process until they repeatedly score uniformly.

- After completing this process on day 1, two scorers are only required for the first ***10 students*** on each subsequent day of scoring.

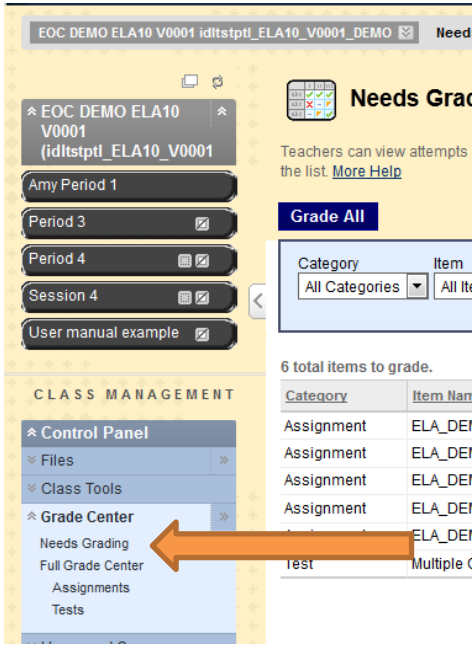
For scoring of the **performances**, the first 10 students must be double-scored on the first day of testing and on additional days such that double-scoring occurs on half of the testing days. This means that, for half of the days in which the test is given, the first 10 students must be scored by two people according to the following guidelines. For an odd number of testing days, you may round down for the double-scoring requirement. For example, if a TA administers the assessment on all five days of a school week, double-scoring must happen on Monday and one other day during the week. The purpose of double-scoring is to promote consistent application of the rubric and ensure inter-rater reliability.

- The two scorers collaboratively review the performance rubric before administering this portion of the SPA.
- The performances should be scored while students perform according to the performance rubric.
- While the first ten students perform, the scorers independently score each student on their rubric.
- After the first ten students perform, the students may take a short break while the scorers discuss their scores. **The two scorers must agree upon a score for each component of the rubric with regard to each student.** The scorers may NOT average their scores. This discussion is intended to calibrate the primary scorer so that s/he is consistent with scoring throughout the process.
- Alternately, a short discussion to calibrate scores may occur after each student performs.
- After the scoring discussion, both rubrics for a student should reflect the same scores. Both rubrics should be returned to the DTC for storage.
- If the assessment is given to ALL students in ONE day, at least the first 25 students must be double-scored. If there are fewer than 25 students, all students must be double-scored.

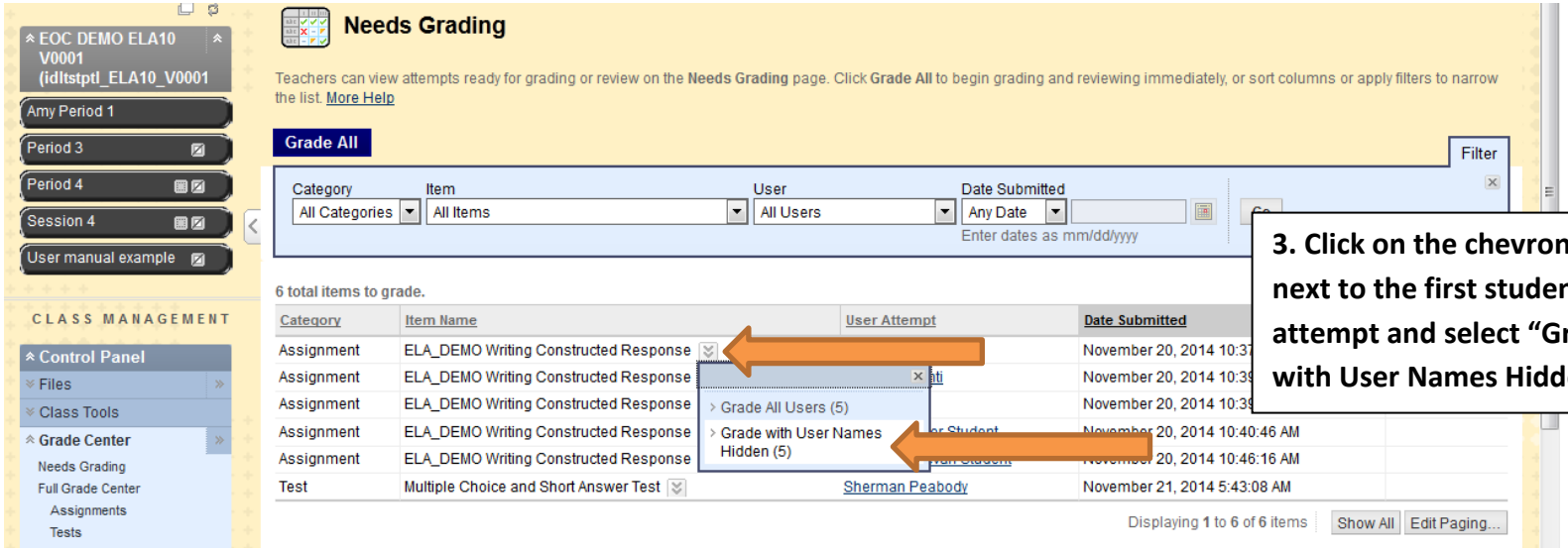
Section 10: Grading Essays

Only English Language Arts III: Writing V002, English Language Arts IV: Writing V001 and Spanish Language Arts III: Writing V001 have essays.

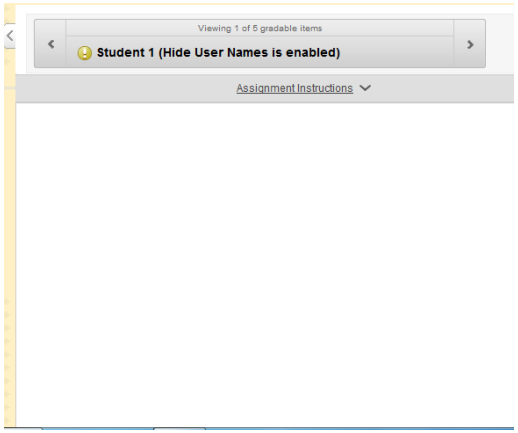
1. Open the Grade Center by clicking on the chevron.



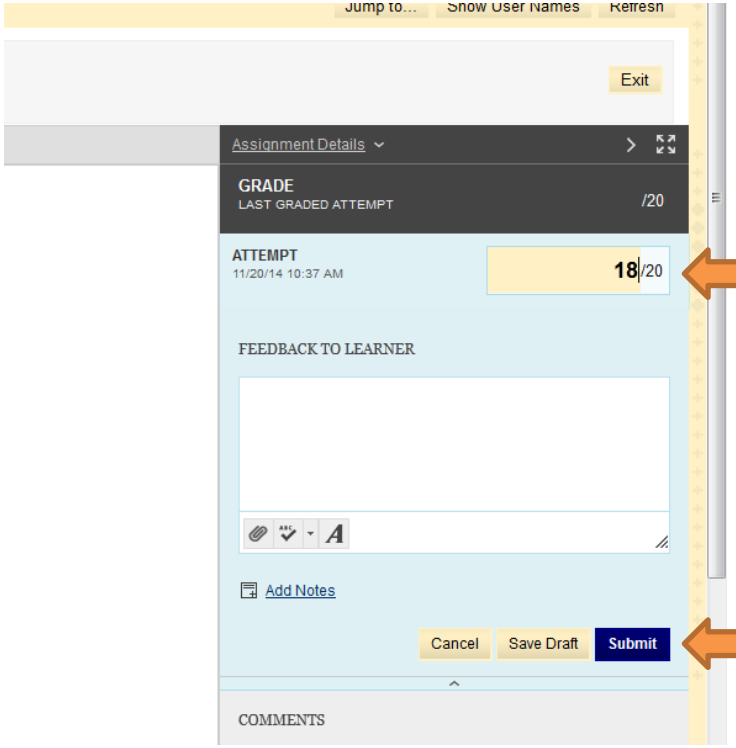
2. Select "Needs Grading."



3. Click on the chevron next to the first student attempt and select "Grade with User Names Hidden."

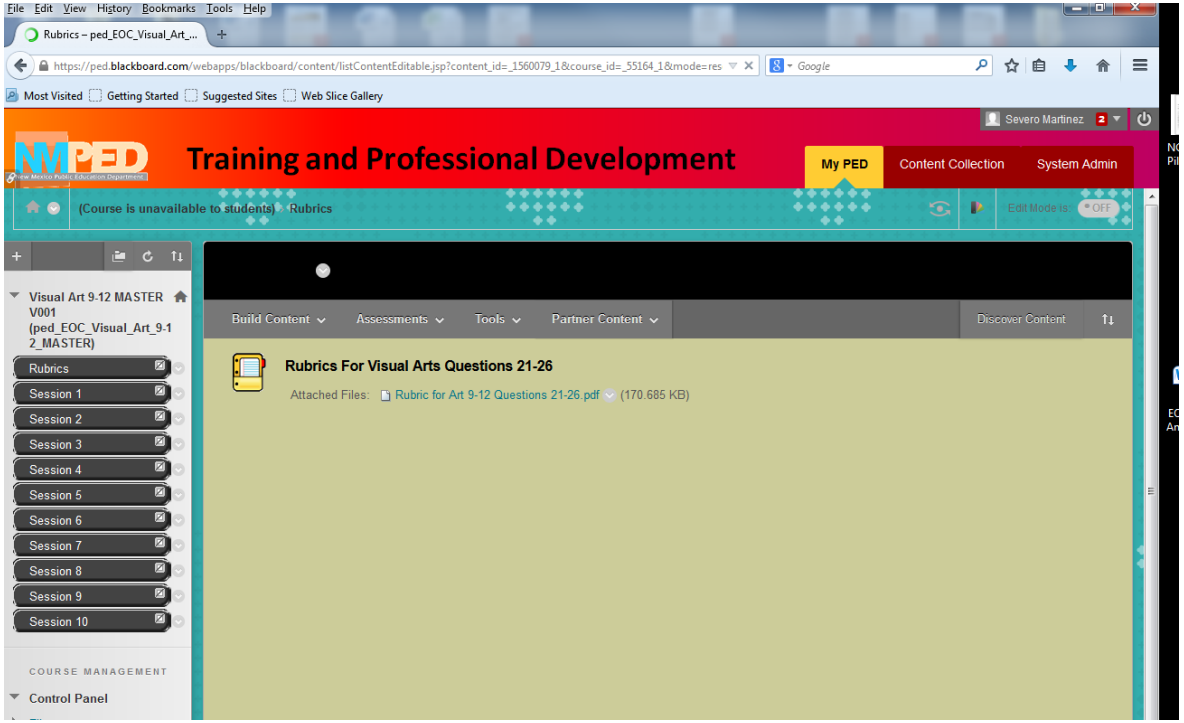


You will see a student submission in the text box here.

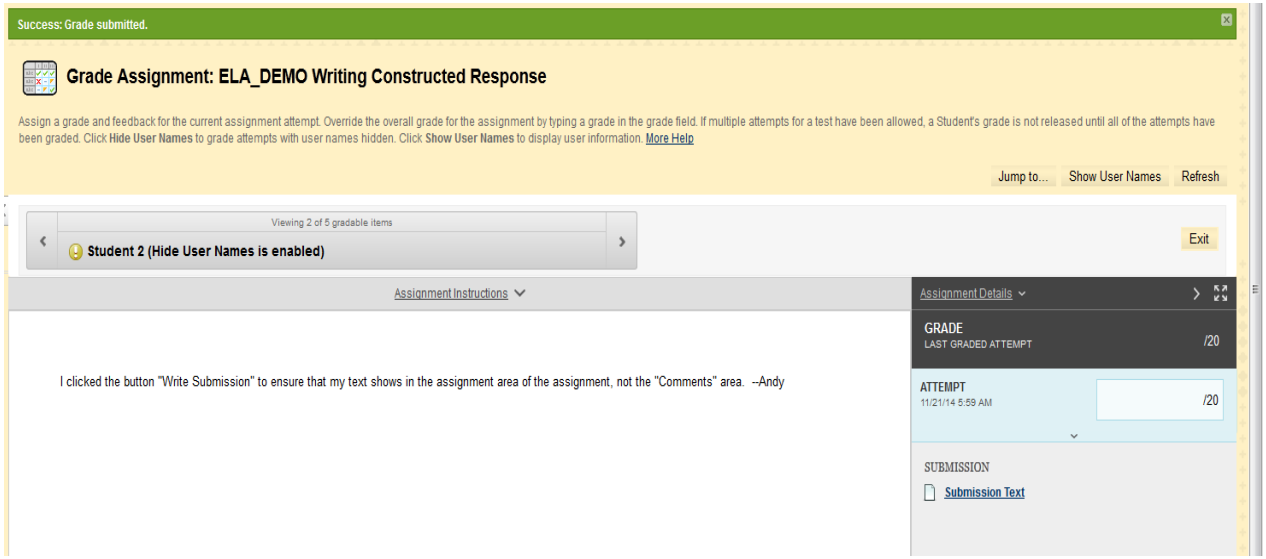


4. Enter grade here.

5. Click "Submit."



6. Access the rubrics in the master course shell content page. The rubrics are all in the button titled "Rubrics." They can be viewed online or printed for grader accessibility.


Success: Grade submitted.
Grade Assignment: ELA_DEMO Writing Constructed Response
Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click Hide User Names to grade attempts with user names hidden. Click Show User Names to display user information. More Help
Jump to...
Show User Names
Refresh
Viewing 2 of 5 gradable items
Student 2 (Hide User Names is enabled)
Exit
Assignment Instructions
Assignment Details
I clicked the button "Write Submission" to ensure that my text shows in the assignment area of the assignment, not the "Comments" area. --Andy
GRADE
LAST GRADED ATTEMPT
/20
ATTEMPT
11/21/14 5:59 AM
/20
SUBMISSION
Submission Text

7. After submitting a grade, the next student will appear in your window. Grade the next student's work. Continue until all attempts have been graded.

8. When you have finished grading all essays, your screen will return to view all students in the grade book. Alternatively, you may click "Exit" to return to the full grade book.

Guidelines for Scoring of Essay Items

For scoring of **essay responses**, scorers must follow the same guidelines as scoring short answer items:

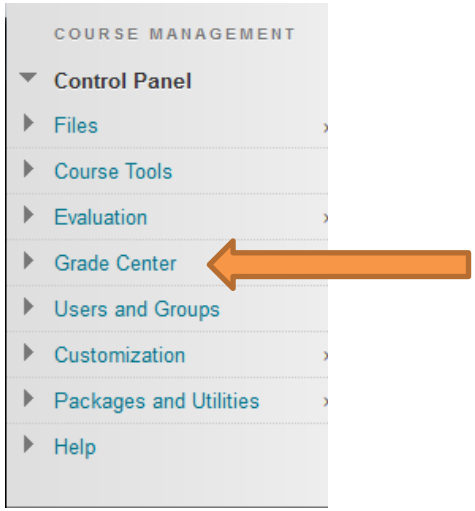
- Responses should be scored after students complete the written portion of the assessment.
- The two scorers collaboratively review the scoring rubrics before scoring begins.
- Each scorer independently scores student A.
- The two scorers compare scores for student A. If the scores are the same, the scorers move on to student B.
- **If the scores are different, the two scorers discuss why they scored the way they did and agree upon a score based on the rubric.** After agreeing upon the score, the scorers move on to student B.
- The two scorers continue this practice for the first ***25 students***. If the two scorers are scoring uniformly at that point, the primary scorer may continue scoring independently.

- If the two scorers are not scoring uniformly after 25 students, they should continue this process until they repeatedly score uniformly.
- After completing this process on day 1, two scorers are only required for the first ***10 students*** on each subsequent day of scoring.

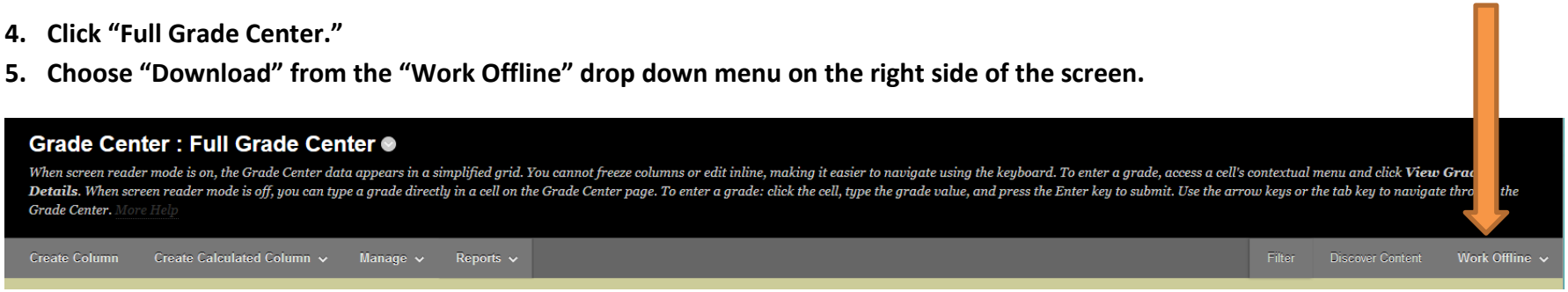
Section 11: Accessing Student Scores

The BPA and TC have access to the Grade Center.

1. **Under My [Portal], click on the EoC for which you would like to access student scores.**
2. **Ensure that Edit Mode is ON.**
3. **Click "Grade Center" under the Control Panel in the lower left side of the screen.**

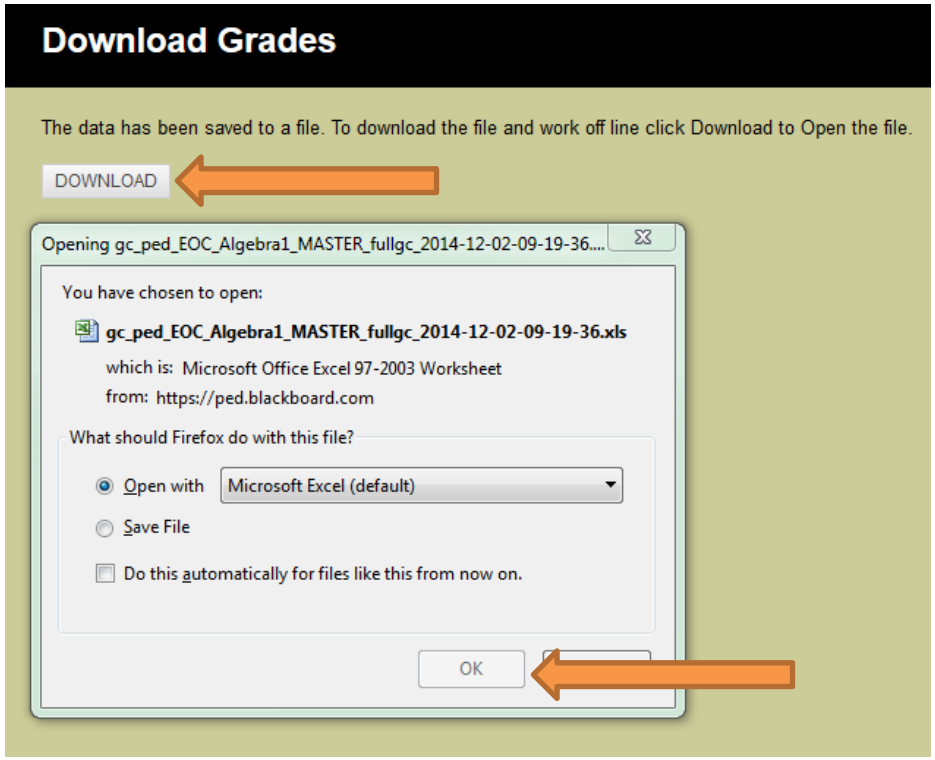


4. **Click "Full Grade Center."**
5. **Choose "Download" from the "Work Offline" drop down menu on the right side of the screen.**

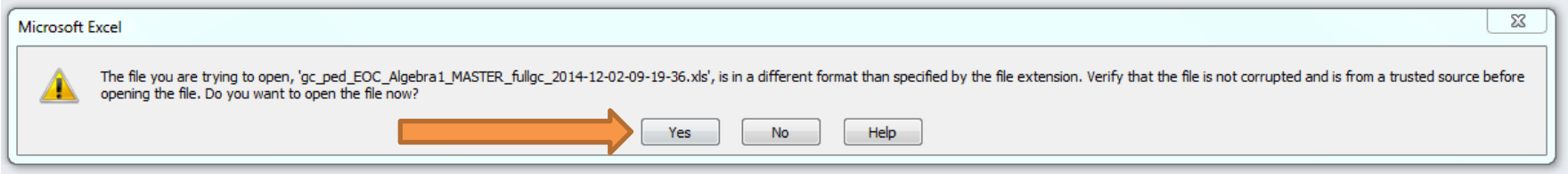

Grade Center : Full Grade Center
When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click View Grade Details. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help
Create Column
Create Calculated Column
Manage
Reports
Filter
Discover Content
Work Offline

6. **Choose your preferred options and save the file to "My Computer." Click "Submit."**

7. **Click “Download” and “OK” in the pop-up window.**


Download Grades
The data has been saved to a file. To download the file and work off line click Download to Open the file.
DOWNLOAD
Opening gc_ped_EOC_Algebra1_MASTER_fullgc_2014-12-02-09-19-36....
You have chosen to open:
gc_ped_EOC_Algebra1_MASTER_fullgc_2014-12-02-09-19-36.xls
which is: Microsoft Office Excel 97-2003 Worksheet
from: https://ped.blackboard.com
What should Firefox do with this file?
Open with
Microsoft Excel (default)
Save File
Do this automatically for files like this from now on.
OK

8. **Click “Yes” in the pop-up window.**


Microsoft Excel
The file you are trying to open, 'gc_ped_EOC_Algebra1_MASTER_fullgc_2014-12-02-09-19-36.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
Yes
No
Help

9. **Save the file as an excel or csv file.**
10. **The spreadsheet provides scores for all students in each test session for that EoC.**

Section 12: Resetting Tests

There are two circumstances in which a student's test will be reset:

1) The student accidentally clicked "SUBMIT" before completing the test.
2) An emergency prohibited students from completing the test during the test session.

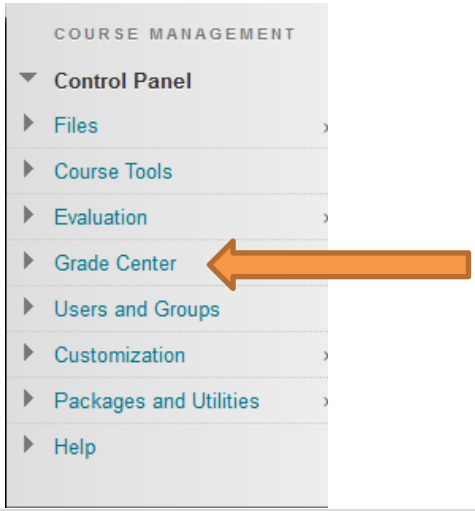
In both cases, the student tests will be invalidated and the student will need to begin the test again. Be sure to:

1) Clear the student's test on Blackboard (steps below).
2) Submit a Test Irregularity Reporting Form to the PED. This form is located on the PED Assessment website.

Ignore Student Test Attempt

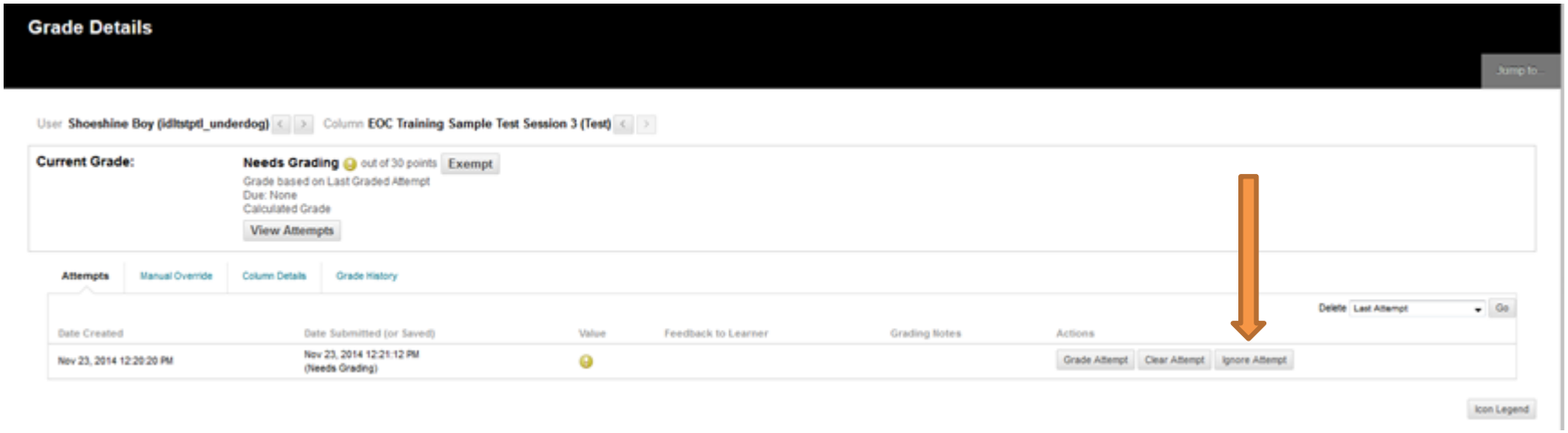
NOTE: only the BPA and TC may re-set student test attempts in Blackboard.

1. **Under My [Portal], click on the EoC for which you would like to reset the student test attempt.**
2. **Ensure that Edit Mode is ON.**
3. **Click "Grade Center" under the Control Panel in the lower left side of the screen.**



4. **Click “Full Grade Center.”**
5. **Choose “View Grade Details” from the dropdown menu next to the appropriate student.**

6. **Choose the “Ignore Attempt” button.**



Section 13: Support

Administrative Support: For assistance with EoC protocol, administration, regulations, and use.

Questions about…	Contact	Contact Information
EoC Administration Procedures	Severo Martinez	Severo.Martinez@state.nm.us 505-827-6553

Blackboard Technical Support: For assistance with specific requests for portal administrator functions such as creating users, enrolling users, test copies, additional test sessions, submit a Mantis Ticket.

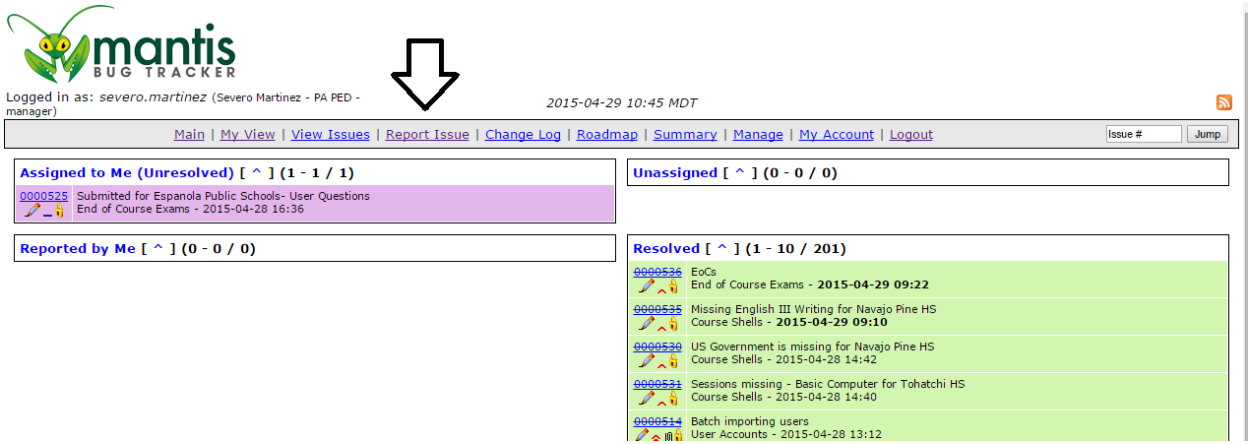
Questions about…	Contact	Contact Information
Blackboard	Mantis Ticket System	http://ideal-nm.info/IDEALNM_support/login_page.php

STEP 1. Log into the Mantis system (http://ideal-nm.info/IDEALNM_support/login_page.php).

STEP 2. Username: firstname.lastname

STEP 3. Password: System generated password you should have received in an email. If you need your password reset, contact severo.martinez@state.nm.us

STEP 4. Once logged in, click report issue.


mantis
BUG TRACKER
Logged in as: severo.martinez (Severo Martinez - PA PED - manager)
2015-04-29 10:45 MDT
Main | My View | View Issues | Report Issue | Change Log | Roadmap | Summary | Manage | My Account | Logout
Issue #
Jump
Assigned to Me (Unresolved) [^] (1 - 1 / 1)
0000525 Submitted for Espanola Public Schools- User Questions
End of Course Exams - 2015-04-28 16:36
Unassigned [^] (0 - 0 / 0)
Reported by Me [^] (0 - 0 / 0)
Resolved [^] (1 - 10 / 201)
0000536 EoCs
End of Course Exams - 2015-04-29 09:22
0000535 Missing English III Writing for Navajo Pine HS
Course Shells - 2015-04-29 09:10
0000530 US Government is missing for Navajo Pine HS
Course Shells - 2015-04-28 14:42
0000531 Sessions missing - Basic Computer for Tohatchi HS
Course Shells - 2015-04-28 14:40
0000514 Batch importing users
User Accounts - 2015-04-28 13:12

STEP 5. Fill out required info and be as detailed as possible. Once you are done with the ticket, click ***submit report*** at the bottom of the page. PED will contact you to resolve the issue.

Other Technical Support: For assistance with infrastructure, connectivity, hardware, set-up or related technology questions.

Questions about…	Contact	Contact Information
Other Technical Support	John Chadwick	John.Chadwick@state.nm.us 505-827-6491

Summary of EoCs on Blackboard Support

Questions about…	Contact	Contact Information
EoC Administration Procedures	Severo Martinez	Severo.Martinez@state.nm.us 505-827-6553
Blackboard	Mantis Ticket System	http://ideal-nm.info/IDEALNM_support/login_page.php
Other Technical Support	John Chadwick	John.Chadwick@state.nm.us 505-827-6491

Thank you for administering EoCs online!